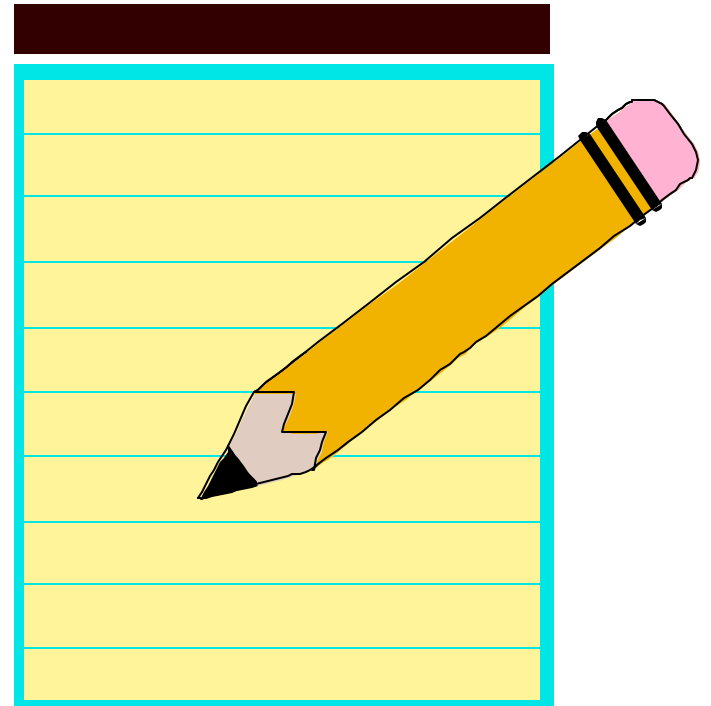


Cover Letter Writing



1/24/2003

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Introduction

- A cover letter is an introduction to your resume.
- It should tell the employer why they should read your resume

1/24/2003

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First Paragraph

- State the reason for your letter
- Name the position you are applying for
- Tell the employer where you learned of the vacancy
- Try to catch their attention

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Second Paragraph

- Indicate why you are interested in the company and the position
- State what you can do for the company

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Third Paragraph

- Explain your background and how you are qualified for the position

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Fourth Paragraph

- Refer the reader to the enclosed resume

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Closing Paragraph

- Indicate your desire for a personal interview
- Repeat your phone number
- Thank them for their consideration

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Some pointers

- Be sure the address is correct
- Whenever possible get the name of whom the letter should be addressed to
- If you can't get a name use "Dear Human Resource Professional:"
- Sign your cover letter
- Cover letters should be fairly brief

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