

Steps to Writing a Cover Letter

1. Write a targeted cover letter for each employer:
2. State why you are writing
3. Indicate where you learned of the position and the title of the position you are applying for.
4. Explain the reasons for your interest in the organization.
5. Express your enthusiasm for the job.
6. Identify your most relevant skills and experiences.
7. Refer to the qualifications for the position and illustrate how your abilities relate.
8. Communicate your interest, motivation and strengths.
9. Emphasize your achievements.
10. Indicate how you will follow-up, typically with a phone call.

Tips:

1. Avoid clichés and meaningless or wordy expressions.
2. Your cover letter should complement, not duplicate your resume.
3. Your cover letter is often the first contact with an employer, make sure it creates a good impression.
4. Take the time to target your cover letter to the job you are applying for.