

Cheat Sheet: The Cover Letter

Basic Tip:

Cover letters are critical since they can set you apart from many others applying for the same position. If written well, they can clearly and concisely reveal who you are and why you may be the best hire for the company.

Rule # 1: Always Send a Cover Letter.

- A good cover letter can differentiate you from others. It can also ENHANCE your resume.

Rule # 2: Get Personal.

- Address your cover letter to a specific person. The person should be whoever is in charge of hiring for the department that you are interested in.
- This might require extra work, but it clearly shows your commitment and enthusiasm for the job. Addressing the person by their name gets their attention.

Rule # 3: One Page Only.

- Be concise in your cover letter. Get to the point. Overwriting will get the person's attention, but not in a good way.
- Tell the person who you are, what position you are interested in, and with what part of the organization, and why.
- Perfect the letter. Extract all unnecessary or superfluous language. This will show that you give great attention to detail which a potential employer will appreciate.

Rule # 4: No Typos.

- Take the time to proofread for grammar and spelling. Perfect the letter. The cover letter is your first chance to show that you are an effective communicator.

Cheat Sheet: The Cover Letter Cont.d)

What should you say in a cover letter?

- Describe how you would fit in with the company. Be a salesman.
- Be sincere. Don't be afraid to express your feelings. Enthusiasm and eagerness for the position can set you apart.
- Don't be afraid to ask for an interview. The worst that can happen is that you are told "no," but it could also create an opportunity for you to meet a potential employer face to face.

Rule # 5: Use a Professional Email Address

- Do: firstname.lastname@carrier.com
- Don't: partyhard@yahoo.com
- A playful and fun email address might be wonderful for you and your friends, but it can send the wrong message to a potential employer.

Remember:

- Be enthusiastic in your cover letter.
- Make it memorable!