



Cover Letter Writing

The cover letter is an opportunity to add a personal touch to your resume. Since many candidates apply to the same position, the cover letter is designed to make you stand out from the lot.

Tips for writing Cover Letter

Here are a few tips to keep in mind while writing your cover letter:

- ✓ In your first paragraph, state the title of the position you are applying for, how you heard about it and why you think you are the right person for the job.
- ✓ In the second paragraph, explain why you are interested in this organization and illustrate how your skills, knowledge and personal qualities match the company's values and needs.
- ✓ In the third paragraph, provide brief yet complete information on your education, work experience, skills, achievements, personal characteristics, and career aspirations. Demonstrate through clear examples how you would be an asset to the company.
- ✓ In the fourth paragraph, ask that they contact you at their earliest possible opportunity or indicate that you will contact them at a specific time. Make sure that your contact information is accurate and easy to find. Request an interview, thank the reader for his or her time, and be sure to follow up as promised.
- ✓ In the closing paragraph, conclude with on a positive note and use a complimentary close such as "Sincerely," or "Sincerely yours," under which appears your signature then typed name.
- ✓ Check for grammatical or spelling mistakes.