

With a cover letter

- ▶ You introduce yourself to an organization
- ▶ Demonstrate your interest in the company or a specific job opening
- ▶ Draw attention to your resume and motivate the reader to interview you
- ▶ Convince an employer you are the best candidate for the position
- ▶ Add a human touch to the plain old boring resume – show a bit of personality and values in the writing style, word selection and topics you choose to discuss



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FOREVER



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Format

Paragraph 1

- ▶ Who you are
- ▶ Position you are applying to
- ▶ Where or how you found the opening
- ▶ The title and job ID
- ▶ A brief summary of qualifications or your interests in the position (to lead to the 2nd paragraph)

Paragraph 2

- ▶ Discuss your qualifications and achievements (show why you are a good fit)
- ▶ Mention a few examples of quantifiable or measurable achievements in your career
- ▶ Use compelling language and don't repeat the information in your resume
- ▶ Try to bring your experience to life

Paragraph 3

- ▶ Close it up by saying you're a good fit based on your qualifications
- ▶ Ask them to give you a call and schedule an interview
- ▶ Thank them for taking the time out to consider you

