

COVER LETTER

Cover Letters are often seen before resumes. The Cover Letter in reality is a sort of marketing tool, it allows you to clearly state why you think you are qualified, and the best person to fill the staff position that you are pursuing. It allows you to explain gaps in your work history, highlight various aspects of your career, and even explain circumstances not relevant to the position which may or may not be a part of your resume. You should note that the only time that you do not send a Cover Letter is when the organization to which you are applying ask you not to send one. Otherwise, send a Cover Letter, even if you are emailing your resume; send it as an attachment along with your resume.

In pursuing a job, a well written Cover Letter is definitely an advantage. There are some guidelines you should consider in crafting and developing a good letter.

- A. Date** - Make sure you date your letter.
- B. Contact Information** - Your contact information should include your **1) Name, 2) Full Address, City, State, and Zip Code, 3) Current Telephone Number, and 4) Email Address.**
- C. Addressee Block** - The addressee block should include the **1) the Addressee's Name, 2) Job Title, 3) Department, 4) Organization, 5) Full Address of the Organization, and 6) City, State, and Zip Code.**
- D. Salutation** - While many people address their Cover Letter as "To Whom It May Concern", or to the Hiring Manager, and not to a specific person; it is not recommended and is not always the best thing to do. Do a little research to find out who the letter should be addressed.
- E.** Do your best to personalize your letter, try not to write a Generic Letter. A Generic Letter comes across as if you did not make a real effort to market your skills and state how you are the right person and the best qualified person for the job.
- F.** There are generally five (5) Paragraphs in a Cover Letter and can be used as a guideline.
 - Paragraph 1 - State why you are writing and the position you are pursuing.
 - Paragraph 2 - State your status and/or what you are currently doing.
 - Paragraph 3 - State your interest in the position you are pursuing, and how you think you are the best person qualified for the position.
 - Paragraph 4 - Request an opportunity to be interviewed for the position.
 - Paragraph 5 - Thank the addressee for their consideration of your application, and that you are looking forward to hearing from them.
- G. Closing** - You can use either Sincerely, Respectfully, or any other appropriate closing statement.
- H. Signature** - Sign your name above your typed name.

Note: Contact the organization to find out if your resume and cover letter has been received and to probe where the organization is in the hiring process.