

Cover Letter Project

Cover letters are simply a letter of introduction. Explain who you are and why you are writing to the company. It is a matter of courtesy that you introduce yourself when you are requesting something of them, in this case a job interview. See checklist on second page.

General Tips:

- Keep it to one page – even $\frac{1}{2}$ or $\frac{3}{4}$ of a page might be enough
- Put blank lines between the paragraphs
- Use fonts that are easy to read
- **Don't repeat your resume** – they can read that – this letter should be more about why you would be a good job candidate.
- **Try to avoid starting everything with the word "I"** – this is difficult as you are writing about yourself, but find ways to reword some of the sentences.

Getting Started:

- Put a table at the top of the page – 1 row with 2 columns
- Take the border off the table
- Put the business mailing address aligned to the left
- Put your complete address aligned to the right
- Draw a divider line (*or insert an image*)
- Insert the date and align it to the right
- Add a proper salutation

First Paragraph

- This is very short and simple. What specific job you applying for, and how you heard about it

Second Paragraph

- What benefits would you bring to the company?
- For instance, are you a good worker, willing to learn, live nearby, and have skills that may be needed? Can you work well with others?
- Think about what would make you a good employee to hire

Third Paragraph

- What will you get out of the job?
- Everyone wants to earn money – think of other benefits.
- You may be gaining valuable work experience and getting a chance to prove that you can be reliable and responsible

Conclusion

- Say something positive and thank the person for taking the time to read your resume.
- End on a positive note. Say you are looking forward to hearing from them
- Add a closing and type your full name

Cover Letter Requirements

1. Top of letter has a table of 1 row and 2 columns
2. Left column: Complete Company Address aligned left, bold the first line
3. Right column: Your Name and Address aligned right, bold the first line
4. Remove the border from the table
5. Include a subtle dividing line
6. Include the date aligned on the far right
7. Include an appropriate salutation
8. Leave a blank line between each paragraph
9. First paragraph describes the job and how you heard about it
10. Second paragraph describes why you are good for the job
11. Third paragraph describes what you expect to get out of the job
12. Fourth paragraph includes an ending on positive note and the reader is thanked
13. Appropriate closing phrase and signature
14. Spelling and grammar have been checked
15. Layout looks neat and easy to read