

## WRITE AN EFFECTIVE COVER LETTER

Your cover letter is a writing sample and a part of the screening process. By putting your best foot forward, you can increase your chances of being interviewed. A good way to create a response-producing cover letter is to highlight your skills or experiences that are most applicable to the job or industry and to tailor the letter to the specific organization to which you're applying.

|                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                         | Date of Letter                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Use complete title and address.                                         | Contact Name<br>Contact Title<br>Company Name<br>Street Address<br>City, State, Zip Code                                                                                                                                                                                                                                                                                                                                                                              |
| Address to a particular person if possible and remember to use a colon. | Dear _____:<br><br><b>Opening paragraph:</b> Clearly state why you're writing, name the position or type of work you're exploring and, where applicable, how you heard about the position or organization. A summary statement may work well here by including three reasons you think you would be a good fit for the opportunity.                                                                                                                                   |
| Make the addressee want to read your resume. Be brief, but specific.    | <b>Middle paragraph(s):</b> Explain why you are interested in this employer and your reasons for desiring this type of work. If you've had relevant school or work experience, be sure to point it out with one or two key examples; but do not reiterate your entire resume. Emphasize skills or abilities that relate to the job. Be sure to do this in a confident manner and remember that the reader will view your letter as an example of your writing skills. |
| Remind the reader of what you can do for the organization.              | <b>Closing paragraph:</b> Reiterate your interest in the position, and your enthusiasm for using your skills to contribute to the work of the organization. Thank the reader for his/her consideration of your application, and end by stating that you look forward to the opportunity to further discuss the position.                                                                                                                                              |
|                                                                         | Sincerely,<br><br>Your name typed                                                                                                                                                                                                                                                                                                                                                                                                                                     |

### Some general rules about letters:

- Address your letters to a specific person if you can.
- Tailor your letters to specific situations or organizations by doing research before writing your letters.
- Keep letters concise and factual, **no more than a single page**. Avoid flowery language.
- Give examples that support your skills and qualifications.
- Put yourself in the reader's shoes. What can you write that will convince the reader that you are ready and able to do the job?
- Don't overuse the pronoun "I".
- Remember that this is a marketing tool. Use plenty of action words.
- Have an OCS adviser provide feedback on your letter.
- If converting to a .pdf, check that your formatting translates correctly.
- Reference skills or experiences from the job description and draw connections to your credentials.
- Make sure your resume and cover letter are prepared with the same font type and size.

# Cover Letter Guide

**Lorelei Lanum**



## Cover Letter Guide:

The Complete Guide to Writing Effective Résumé Cover Letters Kimberly Sarmiento, 2009 The companion CD is packed with samples and worksheets to help you brainstorm and create a successful cover letter     Vault Guide to Resumes, Cover Letters & Interviews Howard Leifman, Marcy Lerner, Vault (Firm), 2003 From writing top notch resumes and sending tailored cover letters to going on winning interviews this best selling Vault guide is a comprehensive one volume job search source

**How to Write a Cover Letter** Theodore Kingsley, 2023-06-26     **The Ultimate Guide to Crafting Cover Letters** PINESTORY. PRESS, 2025-04-04 The Ultimate Guide to Crafting Cover Letters Tips to Present Yourself Professionally Land your dream job with the cover letter strategies that work Tired of sending applications into the void In today's competitive market a generic cover letter isn't only ineffective but can also actively harm your chances Your cover letter is often your first impression and you need to make it count This practical guide transforms cover letter writing from a dreaded task into a strategic advantage with Attention grabbing openings that capture interest in the critical first 10 seconds Evidence based body paragraphs that prove not just claim your qualifications Strategic approaches for addressing employment gaps and career transitions Industry specific adaptations for different professional environments A simple revision system that elevates your writing from adequate to exceptional Before and after examples showing the evolution from mediocre to outstanding letters Unlike generic advice this guide helps you customize your approach for specific industries career stages and application scenarios The author combines recruitment experience with evidence based communication techniques to create a resource that strikes a balance between strategy and practical implementation Don't let another opportunity pass by because your cover letter failed to make an impact Transform your job search results and present your best professional self to potential employers Perfect for job seekers at all career stages career changers anyone returning to the workforce after a gap and professionals targeting competitive positions     *Stand Out Cover Letters* Winfred Cliff, 2021-03-31 It took weeks to find this job It took hours to get your resume right Almost there You just need a cover letter The problem You only get one shot But before you can write such a letter you must first believe you stand out and you must know how you stand out This book will first help you ensure you have a stand out mindset then teach you how to write a letter that best sells you as the perfect candidate for the job In this book you'll Learn how to have a stand out mindset before you write your letter Use the exact step by step proven method others are using to create cover letters again and again Get various cover letter examples to help you with your own Learn how to access the 80% of jobs never advertised known as the hidden job market Get simple tips and strategies including how to make your letter stand out AND be ATS compliant Find out which critical mistakes you must avoid     **Killer Cover Letters and Resumes** WetFeet (Firm), WetFeet, 2014     *Writer's Guide to Book Proposals* Anne Hart, 2004-04-19 Here is your new author's guide to writing winning book proposals and query letters Learn how to find free media publicity by selling solutions to universal problems The samples and templates of proposals query letters cover

letters and press kits will help you launch your proposed book idea in the media long before you find a publisher Use excerpts from your own book proposal s sample chapters as features fillers and columns for publications Share experiences in carefully researched and crafted book proposals and query or cover letters Use these templates and samples to get a handle on universal situations we all go through find alternatives use the results take charge of challenges and solve problems all in your organized and focused book proposals outlines treatments springboards and query or cover letters

Cover Letters James Austin,2017-08-11 What separates this book from the rest The unique way you will learn with examples and steps Many books leave you more confused than before you picked them up not this book it s clear concise and implementable We make it our goal to write this book in plain easy to understand English that anyone can understand Gone are the days of highly technical language This allows you to quickly learn topics and use your new skills immediately To aid you in learning the topics quickly and effectively this book has been designed to be the ultimate step by step guide Making sure that you re confident and clear with each topic before moving on No-nonsense Cover Letters Wendy S.

Enelow,Arnold G. Boldt,2007-01-01 In today s competitive job market if your cover letter doesn t grab the interviewer s attention he or she may never even glance at your resume No Nonsense Cover Letters gives you the powerful practical tools to write attention grabbing cover letters that complement your resume and get you more interviews and job offers The book begins with a thorough but easy to understand explanation of the key elements that are vital to creating attention grabbing letters including why writing a cover letter is about selling yourself how to craft targeted cover letters when to use bullets or paragraphs and creating E letters for today s E search environment Subsequent chapters offer tips on writing winning cover letters for opportunities for virtually every profession **The Procrastinator's Guide to the Job Hunt** Lorelei

Lanum,2004-06-01 Lorelei Lanum leads you gently through all the necessary steps from sending out the perfect resume to handling the inevitable rejections and offers that come your way to find yourself not just a job but the right job Whether you just graduated college lost a job or decided to find a better one you know that finding a job is a job in itself and there s no time to waste With so much to get done and so many dead ends to face your worst enemy even in a tough economy is your own procrastination By following the simple step by step process outlined here you ll be able to get off that couch increase your confidence find the job you want and start collecting those paychecks With this guide learn how to Plan ahead for a stress free job search Get yourself started Perfect your resume Scope out hidden opportunities Impress your interviewer

**Scientific Writing 3.0: A Reader And Writer's Guide** Jean-luc Lebrun,Justin Lebrun,2021-10-13 The third edition of this book aims to equip both young and experienced researchers with all the tools and strategy they will need for their papers to not just be accepted but stand out in the crowded field of academic publishing It seeks to question and deconstruct the legacy of existing science writing replacing or supporting historically existing practices with principle and evidence driven styles of effective writing It encourages a reader centric approach to writing satisfying reader scientists at large but

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**The International MBA Student's Guide to the U.S. Job Search** WetFeet (Firm), WetFeet, 2008

Business and Professional Writing: A Basic Guide - Second Canadian Edition Paul MacRae, 2019-05-13. Straightforward, practical, and focused on realistic examples. Business and Professional Writing: A Basic Guide is an introduction to the fundamentals of professional writing. The book emphasizes clarity, conciseness, and plain language. Guidelines and templates for business correspondence, formal and informal reports, brochures, and press releases, and oral presentations are included. Exercises guide readers through the process of creating and revising each genre, and helpful tips, reminders, and suggested resources beyond the book are provided throughout. The second edition includes new sections on information security and ethics in business writing. New formal proposal examples have been added, and the text has been updated throughout.

The Medical Science Liaison Career Guide: How to Break Into Your First Role Dr. Samuel Jacob Dyer, 2023-08-21. Even for highly qualified candidates, breaking into the Medical Science Liaison profession is a challenging endeavor. It's nearly impossible to achieve on your own without the proper preparation and guidance. The Medical Science Liaison Career Guide: How to Break Into Your First Role is a step-by-step guide on how to break into the competitive MSL profession. The book provides numerous techniques and effective strategies for distinguishing yourself from other applicants and reveals the secrets of how to successfully search, apply, interview, and ultimately break into your first MSL role. The book also reveals the techniques utilized by 545 MSLs who successfully broke into the profession, as well as the preferences of 185 MSL hiring managers when evaluating applicants. DR SAMUEL JACOB DYER shares his years of experience as a hiring manager at some of the world's top pharmaceutical companies and as the CEO of the MSL Society. In three sections, he thoroughly explains the MSL role, provides the elements of a successful MSL job search strategy, and demystifies the entire MSL hiring process. Dr. Dyer has coached, interviewed, and reviewed the CVs of countless aspiring MSLs. His insights and guidance have resulted in hundreds of aspiring MSLs successfully breaking into their first roles.

**Business and Professional Writing: A Basic Guide for Americans** Paul MacRae, 2016-05-30. Straightforward, practical, and focused on realistic examples. Business and Professional Writing: A Basic Guide for Americans is an introduction to the fundamentals of professional writing. The book emphasizes clarity, conciseness, and plain language. Guidelines and

templates for business correspondence formal and informal reports brochures and press releases and oral presentations are included Exercises guide readers through the process of creating and revising each genre and helpful tips reminders and suggested resources beyond the book are provided throughout The Writer's Digest Guide To Query Letters Wendy Burt-Thomas,2008-12-05 Make That Crucial Positive First Impression Anyone who s researched the marketplace knows The path to publication begins with your query letter If your query is weak unfocused or uninspired an editor or agent won t even bother to request your article novel manuscript or nonfiction book proposal But a well crafted compelling query sent to the right editor or agent is an essential sales tool for fiction writers and the most effective way for nonfiction writers to pre sell your idea In this book professional freelance writer and magazine editor Wendy Burt Thomas shares practical advice on how to craft persuasive letters that connect with editors and agents and ultimately generate sales for you You ll learn how to Conduct targeted research to find suitable editors and agents Hook an editor with a tantalizing lead and shape a summary that compels editors to buy Select the strongest slant for your book or article Use research and interview shortcuts that keep your query prep profitable Make your query rejection proof by weeding out subtle mistakes that can sabotage your project Communicate your author platform and sell yourself as the best writer for the subject Complete with dozens of sample queries some that landed article assignments agents or book deals and others that never stood a chance this book offers you a comprehensive strategy for presenting your writing ideas in a way that will increase your chances of publication Though the title may lead some to believe it s strictly to be shelved as a reference manual The Writer s Digest Guide to Query Letters is a smooth read from cover to cover **101 Career Myths Debunked** Elizabeth L. Campbell,2022-08-01 What if everything you know about careers is false Bombarded by toxic misinformation about unemployment and failing career prospects job hunters are often halted by fear 101 Career Myths Debunked is essential reading for college students job hunters and career changers to discover the myths holding them back and reveal the surprising truths and practical steps that will set them on the path to career success Written by a counseling psychologist and career psychology expert 101 Career Myths Debunked is your personal career coach and ultimate planning guide This easy to use workbook will show you how to boost your confidence and build a life you love It walks you through the entire career development process and helps you deal successfully with everything you need to consider You ll learn practical new ways to move forward from your present uncertainty into a promising future Adams Cover Letter Almanac Richard J Wallace,2006-02-15 A sure cure to job seeker s writer s block The Adams Cover Letter Almanac Second Edition is the most comprehensive guide available for creating an attention getting cover letter This easy to use volume is packed with sample cover letters that can be easily customized to match the needs of any job seeker whether you re new to the job market an experienced professional changing careers or reentering the workforce BEAT THE COMPETITION A good cover letter can be even more important than a resume If a prospective employer isn t impressed by your cover letter you won t get that interview no matter how polished

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