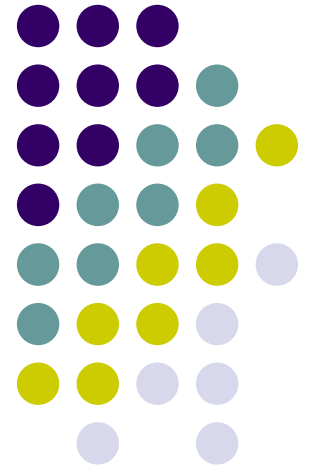


Writing a Cover Letter:

Middlesex County College
Department of Counseling and Career Services
Edison Hall, 100



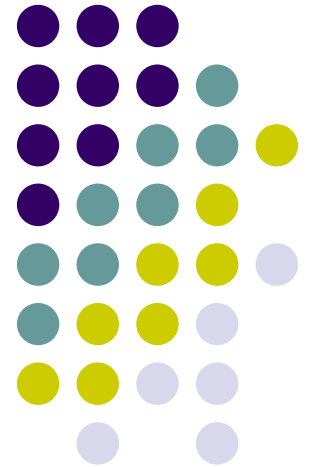


A Cover Letter Should...

- Set you apart from other candidates
- Emphasize your skills, knowledge & experience
- Demonstrate an understanding of a company's current issues
- Showcase your written communication skills
- Pique an employer's interest in you

Building a Cover Letter

A cover letter should be written using a proper business letter format and depending on the information requested, it should be no more than three to four paragraphs in length





The Heading

- Put your name, address, phone & fax numbers & e-mail address at the top of the page
- Include a work phone number if you can receive calls during the day
- Send another cover letter & resume if any of your heading information changes during your job search

The First Paragraph



- State how you learned about the job opening
- State your objective & the specific position you are applying for
- Mention why you're interested in the company/position
- If you know someone at the company, mention that person, if appropriate

The Second Paragraph



- Provide customized information beyond what's in your resume
- Discuss your soft skills, such as team building and organizational abilities
- Cite a specific reason why you are the ideal candidate for the position & then customize the letter to prove your point
- Use lists or bullets to highlight your experience

Third Paragraph (if necessary)

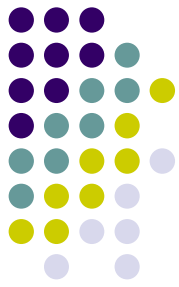


- If requested, include your salary requirements
 - Use a range, making the bottom end of the range the absolute minimum you are willing to accept
- If requested, include your salary history
 - Provide salary information for your current or most recent position

The Closing Paragraph



- Indicate that you'll follow up to confirm receipt of your resume & to schedule an interview, unless phone calls are not welcome
- Thank the reader for their consideration
- Reiterate your interest in the position/company



Cover Letter Checklist

- Address each letter to a specific person
- Use the same paper as your resume
- Avoid gimmicky openings
- Don't rehash your resume
- Write the way you speak
- Use personalized letterhead
- Use information that reflects your knowledge of the company/industry
- Proofread, proofread, proofread!!

When You E-Mail Cover Letters:



- Always include a cover letter when e-mailing your resume
- Keep it short – two paragraphs
- Tailor your message to the employer's needs
- Put specifics in your subject line
- Proofread, proofread, proofread!!