

# COVER LETTER

AN IMPORTANT PART OF  
YOUR RESUME PACKAGE

# COVER LETTER DESIGN

## THREE PARAGRAPH FOMAT

- Paragraph 1 - How you learned of the opening
  - a. Newspaper
  - b. Employment Office
  - c. A friend
  - d. Other sources

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- Paragraph 2 - Why you are suited for the position
  - a. Training/Education
  - b. Experience
  - c. Personal interest

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- Paragraph 3 – “Bridge building paragraph”
  - a. Indicate excitement over learning of the opening.
  - b. State that you feel that your qualifications match those desired for the position.
  - c. Indicate your interest in meeting with appropriate personnel of the company at a convenient time.
  - d. Make a point to refer to your enclosed resume.

