

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.

