

Cover Letter:

Some job applications require a cover letter. A cover letter is the first thing an employer will see. It should give the employer a taste of what you can offer and entice them to read your resume.

They should be short, sweet, and to the point. This is only a teaser for your resume. It shouldn't include everything that's in your resume.

Some people get overwhelmed about writing a cover letter. It really doesn't need to take too much time. It should be tailored to the job description. It should be no more than one page and have three sections.

1. The first section should highlight the job you are apply for, why are you interested in the position, and the person you were referred by (if applicable). It should show that you have researched the organization or company by including your knowledge of the organization's mission, strategy, and/or key focus areas, etc. This should be no more than one paragraph.
2. The second section should highlight the value that you bring based on the job posting. Don't focus on what this job could do for you. This part of your cover letter is often considered the most important. Some find it easy to do this in a "T" style. For this section bullet what you bring that matches the responsibilities and requirements. Have the job posting in front of you and look at the job responsibilities and requirements. Take a paper and draw a line down the middle. Make a bulleted list of the job 4-5 of the job's responsibilities and requirements on one side of your paper. On the other side write down what you bring that matches the jobs responsibilities and requirements.
 - a. Now take the bullets from your side of the "T" and incorporate them into the second section of your cover letter. This can be done in either bullets or paragraph form.
3. The third and last section of your cover letter may include comments that you would like the reader to know about you. It should also include a closer statement.