

Job Search Workshop

The Cover Letter

The Importance of a Cover Letter

Makes the first impression. Grab the employer's attention and get your resume noticed

It is your chance to show your unique combination of skills and experience and how they meet the needs of the employer

This is an opportunity to show you have researched the company and understand the employer's needs

It is your chance to show your enthusiasm and demonstrate your value to the employer

What are the parts of a cover letter?

Your contact information

The date

A salutation.. Dear Human Resources or the hiring person if you know the name.

The opening paragraph – THE GRAB

The middle paragraph – THE HOOK

The closing and contact information THE CLOSE

The Opening Paragraph – The Grab

Personalize your introduction to the company and the position

Identify the job you are applying for

Mention your relevant experience and abilities

Show your excitement and enthusiasm

Example

I was excited to see the (job title) posting at (company name). As a (current job) for over (number of years), I have become very talented in (relevant skills related to job posting). I would really like to bring these skills and quality service to (company name) as a (job title). (Company name)'s great reputation and emphasis on customer service make me feel that I would be a great fit on your team.

The Second Paragraph – The Hook

Explain your qualifications and examples of how your skills and experience match the needs of the employer.

Chose the top attributes the employer is searching for and give specific examples of how you have those attributes.

Make a connection between what you have to offer and what they are looking for

Example

My education as a (career) has been supplemented by(X) years experience as a (job title). I enjoyed success as a (job title) with a commitment to (skills required by position). These skills are proven by my promotion to Supervisor, and recognition as Employee of the Month. I would bring these skills and great enthusiasm to (company name).

Third Paragraph – The Close

Express appreciation for the reader's consideration

Include an interest in the next step, the interview

Add a small detail that you have researched the company

Focus on what you can do for the company

Repeat your preferred contact information

Example

Thank you for considering my resume for the (title) position. I believe my skills and values align with (Company name) and I could be an asset to your (department) team. To arrange an interview, please call me at (phone number).

(Thank You) (Best Regards) (Sincerely)