

How to Write a Better Cover Letter:

A cover letter is a letter that you will attach with your resume or job application.

Note: Not everyone sends a cover letter with their resume or application, which is why you should send one. It shows that you are different, and it can set you apart. It shows that you want the job, are serious and took the time to write.

1. Send your letter to the proper person

Send your letter to the hiring manager. The hiring manager is usually the manager of the department where you want to work.

2. Get the Hiring Managers Name

If you are getting a referral from a friend, ask your friend for the hiring manager's name and address. Send your letter directly to them by their name and title. Make sure the hiring managers, name, title and address are spelled correctly.

If you would like to write a company but do not have the information, call the company. The receptionist who answers the call will be glad to provide you with the information needed.

If you are responding to a job posting that does not provide contact info, write to the hiring manager. Be sure to include a box number or job code if one is provided.

3. How long should your cover letter be?

Keep your cover letter short and simple. One page is perfect.

4. What should you put into your cover letter?

- a. Attention: In the very first paragraph of your letter. Grab the hiring manager's attention simply by telling them why you are writing.
- b. Interest: In the second paragraph grab the manager's interest by explaining what makes you special.
- c. Desire: Create a desire for yourself. If you are responding to a job posting, be sure to talk about the job requirements the ad specifies are important or required.
- d. Action: Ask the manager for a job interview. Adapt a statement that works best for you and for the hiring manager to contact you. Be sure to provide accurate contact information.