

# WRITE AN EFFECTIVE COVER LETTER

Your cover letter is a writing sample and a part of the screening process. By putting your best foot forward, you can increase your chances of being interviewed. A good way to create a response-producing cover letter is to highlight your skills or experiences that are most applicable to the job or industry and to tailor the letter to the specific organization to which you're applying.

	<b>Date of Letter</b>
Use complete title and address.	<b>Contact Name</b> <b>Contact Title</b> <b>Company Name</b> <b>Street Address</b> <b>City, State, Zip Code</b>
Address to a particular person if possible and remember to use a colon.	<b>Dear _____:</b> <b>Opening paragraph:</b> Clearly state why you're writing, name the position or type of work you're exploring and, where applicable, how you heard about the position or organization. A summary statement may work well here by including three reasons you think you would be a good fit for the opportunity.
Make the addressee want to read your resume. Be brief, but specific.	<b>Middle paragraph(s):</b> Explain why you are interested in this employer and your reasons for desiring this type of work. If you've had relevant school or work experience, be sure to point it out with one or two key examples; but do not reiterate your entire resume. Emphasize skills or abilities that relate to the job. Be sure to do this in a confident manner and remember that the reader will view your letter as an example of your writing skills.
Remind the reader of what you can do for the organization.	<b>Closing paragraph:</b> Reiterate your interest in the position, and your enthusiasm for using your skills to contribute to the work of the organization. Thank the reader for his/her consideration of your application, and end by stating that you look forward to the opportunity to further discuss the position.
	Sincerely,  Your name typed

## Some general rules about letters:

- Address your letters to a specific person if you can.
- Tailor your letters to specific situations or organizations by doing research before writing your letters.
- Keep letters concise and factual, **no more than a single page**. Avoid flowery language.
- Give examples that support your skills and qualifications.
- Put yourself in the reader's shoes. What can you write that will convince the reader that you are ready and able to do the job?
- Don't overuse the pronoun "I".
- Remember that this is a marketing tool. Use plenty of action words.
- Have an OCS adviser provide feedback on your letter.
- If converting to a .pdf, check that your formatting translates correctly.
- Reference skills or experiences from the job description and draw connections to your credentials.
- Make sure your resume and cover letter are prepared with the same font type and size.

# Cover Letter Guide

**Theodore Kingsley**



## **Cover Letter Guide:**

## Unveiling the Power of Verbal Art: An Mental Sojourn through **Cover Letter Guide**

In a world inundated with displays and the cacophony of quick connection, the profound power and mental resonance of verbal art frequently diminish into obscurity, eclipsed by the continuous onslaught of sound and distractions. However, nestled within the lyrical pages of **Cover Letter Guide**, a fascinating perform of literary brilliance that pulses with natural emotions, lies an remarkable trip waiting to be embarked upon. Penned by a virtuoso wordsmith, that magical opus instructions visitors on a psychological odyssey, delicately exposing the latent possible and profound influence stuck within the elaborate internet of language. Within the heart-wrenching expanse of the evocative evaluation, we can embark upon an introspective exploration of the book is central subjects, dissect its interesting writing style, and immerse ourselves in the indelible impact it leaves upon the depths of readers souls.

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