

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.

	Date of Letter
Use complete title and address.	Contact Name Contact Title Company Name Street Address City, State, Zip Code
Address to a particular person if possible and remember to use a colon.	Dear _____: Opening paragraph: 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.	Middle paragraph(s): 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.	Closing paragraph: 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

Peter Gray, John Carroll



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question 1 basic hydrocarbon nomenclature part a enter the number of carbons indicated by each of the following root names in the designated answer box part b the line formula for a branched alkane is shown below part c the line formula for another branched alkane is

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naming organic compounds 1 1 alkanes a i you shouldn t really have got this one wrong unless you made a careless mistake like putting too many or too few hydrogens on the middle carbon if you got it wrong re read the bit about naming alkanes and then look at these questions again ii

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dec 16 2021 so the complete name is 5 bromo 7 chloro 6 hydroxy 2 2 5 trimethyl 7 octen 4 one 4 it is not difficult to find the parent structure for this compound which is a cyclic alcohol so the last name is cyclopropanol the naming of the substituent with the benzene ring is

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solutions 1 aromatic compound iodobenzene 2 alkane 3 methylhexane 3 ketone 4 alkane alkyl halide 3 chloro 4 ethyl 2 4 dimethyloctane 5 aromatic compound o diethylbenzene or ortho diethylbenzene 6 alkene 3 methylpentene 7 ester 8 aromatic compound p bromotoluene or para bromotoluene 9 alkyne

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feb 21 2017 give the complete iupac name for each of the following compounds a b c give the complete iupac name and the common name for each of the following compounds a b c a 1 ethoxybutane butyl ethyl ether b 1 ethoxypropane ethyl propyl ether c 1 methoxypropane methyl propyl ether

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1 carbon methane 2 carbons ethane 3 carbons propane 4 carbons butane 5 carbons pentane 6 carbons hexane 7 carbons heptane 8 carbons octane 9 carbons nonane 10 carbons decane while many of these names share a greek root with