

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.
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Cover Letter Guide

JA Banks



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Table of Contents Cover Letter Guide

1. Understanding the eBook Cover Letter Guide
 - The Rise of Digital Reading Cover Letter Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Cover Letter Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Cover Letter Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Cover Letter Guide
 - Personalized Recommendations
 - Cover Letter Guide User Reviews and Ratings
 - Cover Letter Guide and Bestseller Lists
5. Accessing Cover Letter Guide Free and Paid eBooks
 - Cover Letter Guide Public Domain eBooks
 - Cover Letter Guide eBook Subscription Services
 - Cover Letter Guide Budget-Friendly Options

6. Navigating Cover Letter Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Cover Letter Guide Compatibility with Devices
 - Cover Letter Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Cover Letter Guide
 - Highlighting and Note-Taking Cover Letter Guide
 - Interactive Elements Cover Letter Guide
8. Staying Engaged with Cover Letter Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Cover Letter Guide
9. Balancing eBooks and Physical Books Cover Letter Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Cover Letter Guide
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Cover Letter Guide
 - Setting Reading Goals Cover Letter Guide
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Cover Letter Guide
 - Fact-Checking eBook Content of Cover Letter Guide
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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