

## COVER LETTERS

### 1st Paragraph (Introduction):

- Introduce yourself and mention the position or opportunity that you are interested in
- Indicate that you know something about the company
- Convey your interest for the opportunity and that you believe you have the qualifications they are looking for

### 2nd Paragraph (Marketing):

- Mention details of your skills and experience
- Give examples of accomplishments that demonstrate your ability to meet the needs of the employer
- Keep all information relevant to the position you are applying to
- Refer the reader to your enclosed resume, which will give additional information concerning your background and experience

### 3rd Paragraph (Personal):

- Briefly talk about your interests and passions.
- Let the employer know more about you.

### 4th Paragraph (Closing):

- Close by saying you would like to meet with the employer or contact to further discuss the opportunity
- State when you are available and provide the easiest way to contact you to set up a meeting
- Thank them and sign off your letter