

Pro Tips

Cover Letters

Two options exist for the top of the CL

- 1) Use the date and your address, **or**
- 2) Use the same contact header from your resumé

August 19, 20XX
678 College Avenue
Orono, ME 04473



3-4
Line
Spaces

Director Avery Ellis
Chief Financial Officer
ABC Enterprises
Portland, ME 04101

If you know their name, use it, along with the professional title. Otherwise, use "Dear Personnel Manager, Hiring Manager, Search Committee, or Talent Acquisition Specialist"

Dear Director Ellis:

Cover letters can be important tools in the job search process. A dynamic and persuasive cover letter that highlights your skills, tells why you're qualified, and what you can contribute to the employer invites the reader to look to your resumé for more detail.

Top Tips for Writing Cover Letters

- Research the company to better inform your letter.
- Tailor your letter to the requirements of the position, the employer's needs, and why you're qualified for the position.
- Sound upbeat and confident. Use an active voice for a more direct approach.
- The letter should be easy to read, a single page, and free of spelling, punctuation and grammatical errors.

Opening paragraph: State why you are writing, name the position or type of work for which you are applying, and mention how you heard of the opening.

Middle paragraph(s): Use these paragraphs to highlight and explain where you obtained relevant experience (previous jobs, academics, etc.). Be sure to point out your particular achievements or other qualifications in this field or type of work. Continue by outlining how your previous experiences make you a good fit for this position. Use similar wording as stated in the job description to showcase why you are qualified. Ideally, craft an additional middle paragraph to include why you are interested in working for the specific organization or employer.

Closing paragraph: Use an appropriate closing to pave the way for the interview by asking for an appointment, by giving your phone number, or by offering some similar suggestions to facilitate an immediate and favorable reply.

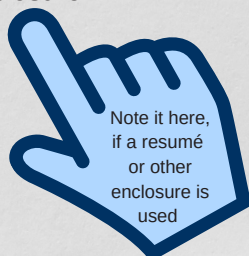
Sincerely,



3-4
Line
Spaces

Dakota L. Mosely

Enclosure



Note it here,
if a resumé
or other
enclosure is
used

Before submission, ask yourself:

1. Is it clear? Will it impart my meaning to the reader?
2. Is it concise? Do I say everything I want to say in the fewest words possible?
3. Is it well organized? Am I including relevant ideas?
4. Am I projecting to the employer the contributions I can make?
5. Have I expanded on areas in my background that are particularly relevant to the position and employer?
6. Review the format. No indentions, same font as resumé.