

# Cover Letter Quick Tips



## Cover Letter Essentials

The cover letter introduces you to potential employers and demonstrates how your strengths match the position.

Your cover letter should be focused on the needs of the organization, not yours!

Modify and tailor your cover letter for each position!

### Opening Paragraph

The opening paragraph addresses the question **why them**. Describe how you found the position and what you are applying for. If someone referred you, this is the place to mention their name. Highlight why you are applying to this company, and specifically why you are interested in them. You can introduce yourself in this paragraph or the next. End the paragraph with your thesis sentence: this is the top two or three reasons you're interested or qualified for the position

### Middle Paragraph(s)

Here is your chance to expand on your thesis sentence, with concrete examples demonstrating your skills and experience. Highlight your knowledge of the company indicating how your experiences will fit with their needs. Address any specific qualifications in the job description. The middle paragraph(s) answer the question **why you**. Review the job description and incorporate the industry language and action verbs used in the job description.

### Closing Paragraph

This can be a simple paragraph, reiterating your interest in the position and thanking the employer for taking the time to read your cover letter. Be sure to indicate how or when the employer can reach you.

## Tailor Your Cover Letter

Review the job description for the action verbs and industry language in the posting.

Incorporate the appropriate industry language and action verbs into your cover letter to demonstrate fit.

## Cover Letter Review:

Have your cover letter reviewed for content, typos, and grammar. Do not send a cover letter without having someone review it!

# Cover Letter Tricks Sign In

**Dona Woodley-Davis M. Ed.**



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programs and materials what to expect from the job market ways for certified professionals to remain current in their fields and how to grow professionally to meet the changing needs of this job market Evaluates all major vendor and non vendor specific certifications as an independent A Z reference of certification providers Addresses future growth of each certification with one two and five year forecasts on growth and industry changes Contains valuable tips from IT recruiters on ways for those holding certifications to break into the IT industry      **How to Get a Job with a Cruise Line** Mary Fallon Miller,1991

*2500 Keywords to Get You Hired* Jay A. Block,Michael Betrus,2002-12-22 Endorsed by the Professional Association of Resume Writers Now that 70 percent of job searches are conducted online and resumes are processed by computers programmed to scan for keywords knowing the right keywordsor buzzwords associated with a profession industry or job functionand how to use them effectively has never been a more critical job search skill The most comprehensive reference of its kind this powerful resume writing resource gives readers instant access to 2 500 indispensable keywords germane to 300 careers in nine employment categoriesfrom business the law and health care to the arts education and mediaand shows how to use them effectively In 2 500 Keywords to Get You Hired readers will find Keywords for hundreds of individual careers A complete listing of critical keywords for each career Boxed examples demonstrating how keywords can be deployed strategically in a resume Sample resumes incorporating keywords      **The Case of Henry Ward Beecher** Benjamin

Franklin Tracy,1875      **College Keyboarding Enhanced** Susie H. VanHuss,Duncan,Forde,Woo,1997      **Cards and Party Tips for Dummies-custom** Wiley,2004-02      **America's Top Jobs for People Without a Four-year Degree** J. Michael

Farr,2000-07 Contains the most up to date information on growth earnings and trends in major industries providing more than 100 thorough job descriptions Special sections discuss career planning and job search techniques Also includes an appendix with jobs grouped by education and training required      2007 Songwriter's Market Ian Bessler,2006-11-01 THE MOST TRUSTED GUIDE TO SONGWRITING SUCCESS For 34 years Songwriter s Market has provided the most complete and up to date information songwriters need to place their songs with music publishers record companies record producers managers booking agents music firms and more In the 2011 Songwriter s Market you ll find Hundreds of songwriting placement opportunities including how each market is different from the next and how to find success Interviews with songwriting legends such as Mark Mothersbaugh Devo and Even Stevens who s written for everyone from Kenny Rogers to Martina McBride Power packed articles on taking charge of your career including how to navigate social media sites and find alternative routes to songwriting success Plus the basic nuts and bolts of the songwriting business are explained including how to submit songs the proper way to handle Copyright how to identify scams negotiating contracts what royalties are and how to get them and more Listings for songwriting organizations conferences workshops retreats colonies and contests Take charge of your songwriting career today with the 2011 Songwriter s Market      *Expert Résumés for Managers and*

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**to Get a Job and Keep it** Dorothy Y. Goble,1985      **To-day** ,1895      *Munson Phonographic News and Teacher* ,1895  
**Artist's & Graphic Designer's Market** Mary Cox,1999

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