## 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	Contact Name
title and address.	Contact Title
	Company Name
	Street Address
	City, State, Zip Code
Address to a particular person if possible and	Dear:
remember to use a colon.	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 ad- dressee 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 woods.
- 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**

## **K Morrison**



## Unveiling the Power of Verbal Art: An Emotional Sojourn through Cover Letter Guide

In some sort of inundated with displays and the cacophony of instantaneous connection, the profound power and emotional resonance of verbal beauty frequently diminish into obscurity, eclipsed by the continuous barrage of sound and distractions. However, set within the lyrical pages of **Cover Letter Guide**, a fascinating work of literary beauty that impulses with fresh emotions, lies an memorable trip waiting to be embarked upon. Published by a virtuoso wordsmith, that enchanting opus courses viewers on a psychological odyssey, softly exposing the latent potential and profound impact embedded within the elaborate web of language. Within the heart-wrenching expanse of the evocative examination, we can embark upon an introspective exploration of the book is main themes, dissect their interesting publishing type, and immerse ourselves in the indelible impression it leaves upon the depths of readers souls.

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