

Writing Strong COVER LETTERS

Why Cover Letters?

A cover letter explains why you are a good fit! It is a chance to show your enthusiasm and personality to the employer.



Send your cover letter to an employer along with your resume.



Use the same Professional font as your resume. Size 10-12



Sign your cover letter black ink or keep blank if electronic



Stick to one page



Provide specific examples



Less "I" and more "you" in your sentences. Think: How can I help this organization?



Proof, proof, proof for typos and accuracy!

Structure

OPENING PARAGRAPH

- State why you are writing
- The position you are applying for
- Express your interest in the organization

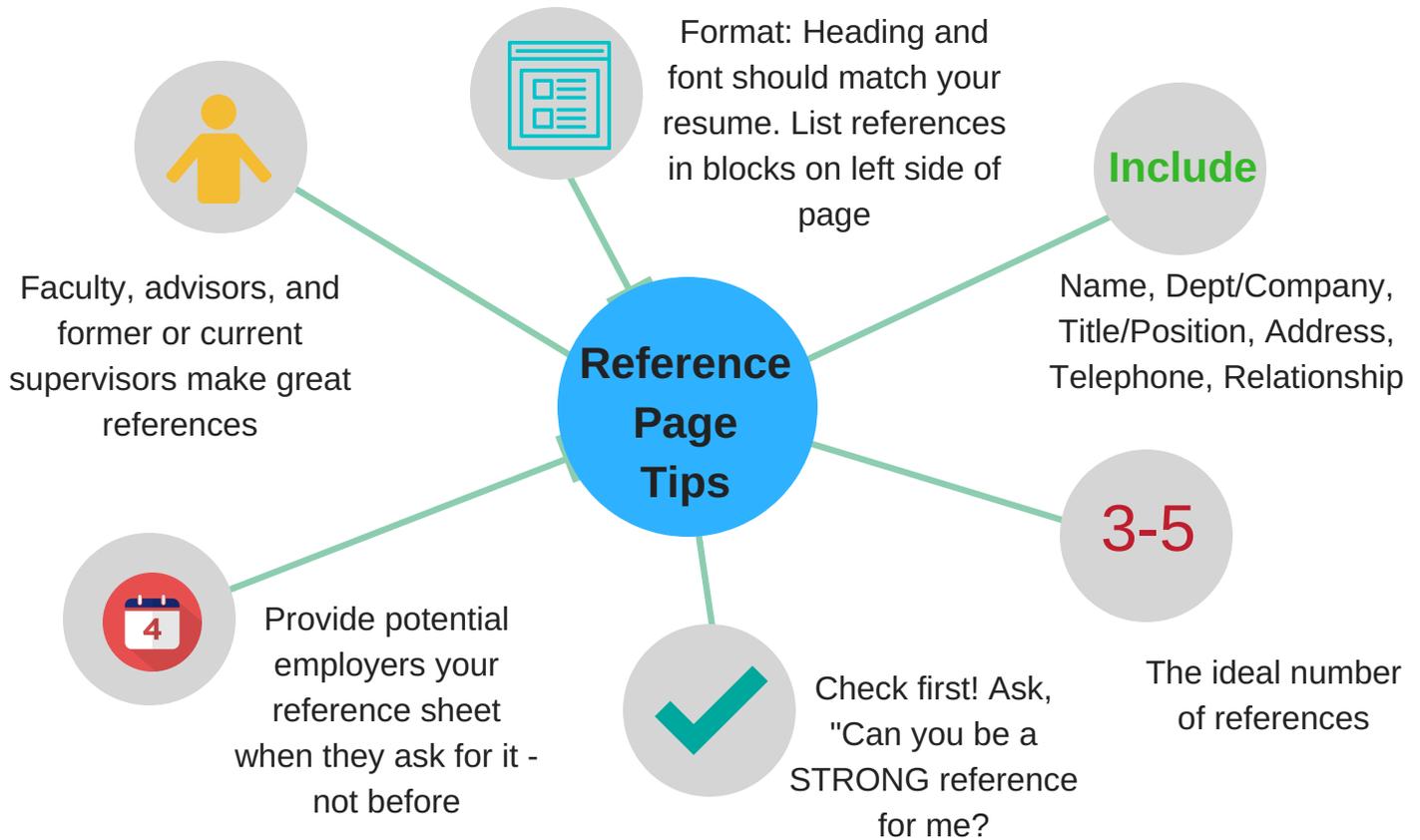
SECOND PARAGRAPH

- What are your qualifications?
- Why are you the right person for the job?
- Show some personality

CLOSING

- Re-State your interest
- Request an in person meeting/interview
- Thank the employer

Reference Page



Portfolio & Work Samples

Depending on your industry, showing employers a portfolio or work samples can help illustrate your skills, growth and quality of work.

Hard Copy Portfolio

Effective in an interview. Use a leather-bound case or 3-ring binder with tabs to show your work

Mini Portfolio

Showcase only your **BEST** pieces of work. Use a thin 2 pocket folder

E-Portfolio

Use one of the many online tools to create. Best to share before or after an interview

Final Tip!

Google yourself! Make sure your digital image represents you well!



Sources:

<https://owl.english.purdue.edu>
www.uwrf.edu/CareerServices