



# Cover Letters

## *Introducing Yourself*

# Cover Letters

Serve as an introduction to your skills/ abilities (resume/CV)

It is a request for an interview, not a request for a job offer

The letter expands on your experience and adds a personal touch

It goes beyond the skills and abilities and adds confidence to your presentation

First impression counts

# A Strategic Plan

Personalize the letter

Mention your unique qualities

Target your cover letter to what the employer is looking for:

Why you want to work there?

What qualities do you have that will be a “fit”?

Show enthusiasm with a positive attitude

# Construction Techniques

Keep your letter short and concise

one page (two pages is acceptable for academic positions)

3-5 paragraphs

no more than five sentences per paragraph

Use key words, action words, and self descriptive adjectives

Mention contacts and referrals

Always address to an individual



# Structure

Introduction Paragraph

Body of Letter

Conclusion

# Introduction Paragraph

Must be addressed to a specific person

Use reference of previous discussions or contact

Give specific dates

State your specific interest

Strong statements will motivate the employer to read further

Establish common goals and relationships

Keep it concise

Catch the reader's attention

# Body of the letter

Should be one to three paragraphs

No longer than two to five sentences per paragraph

Make use of keywords

Write short but complete sentences

Show how your background matches employer criteria; emphasize your functional skills

Use a specific example of your skill

Covers central theme of why you should be interviewed

# Closing Paragraph

State your resume is included for review

Name the action to be taken

Offer specific date of action

Keep this paragraph short

Thank the recipient

Sign document

# General Tips

Never use a form letter

Address the letter to a specific person

Use standard paper

Match paper to resume paper

Use perfect grammar and spelling

Ask for action

Express a positive match

Make the employers reply easy

Get someone(s) to proofread!

# Follow-up

Give employer ample time to consider

Keep the closing date in mind

Seek a response

Know the organization's culture

Don't be pushy and annoying



## Questions??

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