

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 title and address. | Contact Name Contact Title Company Name Street Address City, State, Zip Code |
| Address to a particular person if possible and remember to use a colon. | Dear _____: |
| | 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. |
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| | 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 words.
- Have an OCS adviser provide feedback on your letter.
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- Reference skills or experiences from the job description and draw connections to your credentials.
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Cover Letter Guide

Daniel Morris

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The Complete Idiot's Guide to the Perfect Cover Letter

Susan Ireland, 1997 Provides advice on creating effective cover letters and includes sample

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