

Cover Letter

An introductory letter/sales pitch for a specific job at a specific organization.

- No more than a page
- 3-5 paragraphs

Cover Letter

- Address the reader directly
 - If the reader is not known address it “to whom it may concern”
- State the company/organization and position you are applying for
- The letter should not be generic.
- Each cover letter should be unique to each application

Cover Letter

1st Paragraph

Intro

- Mention what position you are applying for
- Mention two reasons why you are right for the position

Cover Letter

2nd and 3rd Paragraphs

Two reasons why you are right for the position

- Describe a past experience that demonstrates an aspect of human capital

Cover Letter

4th Paragraph

Conclusion

- Thank them for their time
- Include contact information and availability

Cover Letter – 10 points Extra Credit

Write a 4 paragraph cover letter for your ideal job

Hard copy must be turned in during class on 5/2