



WRITING A COVER LETTER

**SHOULD I WRITE A COVER LETTER? HOW
DO I WRITE IT?**

HOW TO START?

- When you are mailing in a resume, it is necessary to send a cover letter. The cover letter is your way of introducing yourself and your resume.
- The cover letter should have your name, address and phone number on the top of the page
- Then just like a business letter, you have the company's information on the left margin. If in the classified ad it has a contact name out that was your greeting, if it said something like Human Resources address you letter to Sir or Madam.



PRECAUTIONS:

When writing your cover letter, mention the ad that you are responding to as well as your interest in applying for the job.

Try to summarize your skills into one of two lines in the cover letter but do not recite your resume, that's why you attached it to the letter. Try to keep the letter short maybe a paragraph or two. Explain why in the cover letter that you make a good asset to their company.

