**COVER LETTER INFORMATION SHEET**

A cover **letter accompanies your resume when you are responding to an advertisement or a job lead, or if you want to indicate interest in a company.** The purpose of the cover letter is to introduce yourself , your resume and to convince the potential employer to grant you an interview.

Tips for a cover letter

* Address it to a specific person. You should not use ‘to whom it may concern’ or ‘Dear Sir \ Madam.” If you do not know the person to whom you should be writing, call the company. The Human Resource department or the company receptionist usually has the required information.
* Make sure you get the correct spelling of the person’s name, job title, the company name , and the mailing address , including postal code.
* It should be no more than a page long.
* It must be typed neatly, left justified, with no abbreviations.
* It should have no spelling, grammatical, or punctuation errors.
* It must be presented in business letter format.

**Business Full Block Style Letter Format**

**The Parts Of A Business Letter:** the spacing between each part is two spaces. When the letter is complete , center the letter on the page.

**The Outside Address:** this is your address. ***HINT***: Highlight and copy the top of your resume and then paste at the top of your cover letter.

**The Date:** use today’s date

**The Inside Address:** this is the name and address of the person to whom you are sending the letter.

**Salutation:** Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

**BODY OF THE LETTER**

Letter should include three paragraphs:

**Paragraph 1:** state the position you are applying for and where you heard about it including the job posting number, if from a job advertisement m if you heard about the job from someone, give the name of that person.

**Paragraph 2:** refer to your resume, highlighting your academic qualifications, skills and abilities that match the job with evidence from your experiences. Refer to the specific s of the job advertisement.

**Paragraph 3:** request an interview and provide your contact information.

**Complimentary Closing:** Use Yours Truly, or Sincerely, leave four or five spaces and then TYPE YOUR NAME: Do not forget to sign your name, in pen, in the space above your name.

**Enclosures:** Resume