

10 STEPS TO COVER LETTER SUCCESS

5

Opening:
Why am I
Writing

1

Sender Address

- This is your heading
- It should look exactly like the heading on your resume, similar to letterhead

3

Employer Address

- Always include the person's title (e.g., Director of Human Resources)
- Address the recipient as Mr., Ms., Dr. (Avoid using Mrs.)
- If you do not have the address, look it up on the company's website

2

Date

- This should be the date that you are writing the letter

4

Greeting

- Refer to the reader by his/her last name, not the full name unless you are unsure of the contact's gender
- Use a colon after the greeting, not a comma (Dear Mr. Smith:)

For cover letter review and assistance, please call Career Connections to schedule an appointment at (318) 342-5338

- Identify the position and the company
- Indicate specifically how you learned about the position Tell them something about them. What do you value about them? What made you apply? Out of all the companies why this one? Relate to them. Do not make them feel like this is a generic cover letter sent out to all. Draw them in!
- Introduce basic information about yourself that explains why you would be the best candidate for the position
- If you are not writing about a specific position, include as much of the above information as possible