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Middle: Who am I and Why Should You Hire Me

Relate your skills, experiences, and qualities that would benefit you in the position

Synthesize your experiences and skills, but do NOT simply rehash your resume. Highlight one or two of your strongest qualifications AND explain how they relate to the needs of the employer.

Explain why you are interested in the employer and position. Demonstrate that you are a good “fit” for the position based upon the job description.

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Conclusion: What is My Next Step?

- Refer the reader to your enclosed resume (and other documents)
- Reiterate your strong interest in the position/organization
- Specify how you intend to follow up, then be sure to do so

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Closing and Signature

- Close with the word “Sincerely”
- Hand-write your signature when you send a hard copy of a letter
- Press enter twice and type your name below

9

Enclosures

- Writing the word “Enclosure” at the end of your cover letter indicates that other documents may accompany the cover letter, such as the resume or an application
- Skip this step if you are typing your cover letter into the body of an email

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Sending via Email

- If you are sending your cover letter directly to an employer in an email, you may use the body of the email as the cover letter
- Be sure to save your document with a clear header (e.g. John Doe Resume)