

Get a Job!

PRESENT

"You wouldn't go to an interview barefoot;
never send a resume without a cover letter."

The cover letter is your interview-generating COMMUNICATION _____. You want to CATCH the reader's ATTENTION _____, and move the COMPANY to interview YOU _____.

Content

Address to a specific person
Do your homework about the company
Is there evidence of your skills
End with an action statement

Format

3 paragraphs
One page
Sign your name in blue ink
Use quality paper
Use a first class stamp
Make sure it's PERFECT!

Don't mention salary

Don't include references

Don't fold, staple, spindle, mutilate, drool, spill coffee on etc.

Use a 9" x 12" envelope

Why to all these questions. . .

Don't forget: No errors of any kind!