

WRITE AN EFFECTIVE COVER LETTER

Your cover letter is a writing sample and a part of the screening process. By putting your best foot forward, you can increase your chances of being interviewed. A good way to create a response-producing cover letter is to highlight your skills or experiences that are most applicable to the job or industry and to tailor the letter to the specific organization to which you're applying.

	Date of Letter
Use complete title and address.	Contact Name Contact Title Company Name Street Address City, State, Zip Code
Address to a particular person if possible and remember to use a colon.	Dear _____: Opening paragraph: Clearly state why you're writing, name the position or type of work you're exploring and, where applicable, how you heard about the position or organization. A summary statement may work well here by including three reasons you think you would be a good fit for the opportunity.
Make the addressee want to read your resume. Be brief, but specific.	Middle paragraph(s): Explain why you are interested in this employer and your reasons for desiring this type of work. If you've had relevant school or work experience, be sure to point it out with one or two key examples; but do not reiterate your entire resume. Emphasize skills or abilities that relate to the job. Be sure to do this in a confident manner and remember that the reader will view your letter as an example of your writing skills.
Remind the reader of what you can do for the organization.	Closing paragraph: Reiterate your interest in the position, and your enthusiasm for using your skills to contribute to the work of the organization. Thank the reader for his/her consideration of your application, and end by stating that you look forward to the opportunity to further discuss the position.
	Sincerely,
	Your name typed

Some general rules about letters:

- Address your letters to a specific person if you can.
- Tailor your letters to specific situations or organizations by doing research before writing your letters.
- Keep letters concise and factual, **no more than a single page**. Avoid flowery language.
- Give examples that support your skills and qualifications.
- Put yourself in the reader's shoes. What can you write that will convince the reader that you are ready and able to do the job?
- Don't overuse the pronoun "I".
- Remember that this is a marketing tool. Use plenty of action words.
- Have an OCS adviser provide feedback on your letter.
- If converting to a .pdf, check that your formatting translates correctly.
- Reference skills or experiences from the job description and draw connections to your credentials.
- Make sure your resume and cover letter are prepared with the same font type and size.

Guidelines For Cover Letter

Steven Hougland, Jennifer M. Allen



Guidelines For Cover Letter:

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Table of Contents Guidelines For Cover Letter

1. Understanding the eBook Guidelines For Cover Letter
 - The Rise of Digital Reading Guidelines For Cover Letter
 - Advantages of eBooks Over Traditional Books
2. Identifying Guidelines For Cover Letter
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Guidelines For Cover Letter
 - User-Friendly Interface
4. Exploring eBook Recommendations from Guidelines For Cover Letter
 - Personalized Recommendations
 - Guidelines For Cover Letter User Reviews and Ratings
 - Guidelines For Cover Letter and Bestseller Lists
5. Accessing Guidelines For Cover Letter Free and Paid eBooks
 - Guidelines For Cover Letter Public Domain eBooks
 - Guidelines For Cover Letter eBook Subscription Services
 - Guidelines For Cover Letter Budget-Friendly Options

6. Navigating Guidelines For Cover Letter eBook Formats
 - ePub, PDF, MOBI, and More
 - Guidelines For Cover Letter Compatibility with Devices
 - Guidelines For Cover Letter Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Guidelines For Cover Letter
 - Highlighting and Note-Taking Guidelines For Cover Letter
 - Interactive Elements Guidelines For Cover Letter
8. Staying Engaged with Guidelines For Cover Letter
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Guidelines For Cover Letter
9. Balancing eBooks and Physical Books Guidelines For Cover Letter
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Guidelines For Cover Letter
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Guidelines For Cover Letter
 - Setting Reading Goals Guidelines For Cover Letter
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Guidelines For Cover Letter
 - Fact-Checking eBook Content of Guidelines For Cover Letter
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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