

A great cover letter that explains to employers how you can benefit them can increase the number of interview invitations that you receive. To write the best cover letter for you, it's helpful to check cover letter examples that are specific to your industry, along with these tips

Cover Letter Tips

- Cover letter should be three quarters of a page to one page in length
- Expand on experiences that are most relevant to the job (but don't just repeat information from your resume)
- Consider cover letter examples for ideas
- Use active language when discussing your achievements (e.g., "managed" or "addressed" rather than "was responsible for")
- Note any transferable skills that didn't make it into your resume

Elements of a Cover Letter

- **Header:** must contain your contact information so that the hiring manager will know how to contact you
- **Introduction and Hook:** The salutation and opening paragraph introduces who you are to the recruiter
- **Paragraph #1 (after introduction): Your achievements:** In the first paragraph, highlight your most relevant work experience and achievements
- **Paragraph #2: Why your perfect for the job:** Further elaborating on the work experience and achievements you listed in the previous paragraph lets the hiring manager know exactly why you would be the perfect fit for a position. This paragraph is crucial, so be sure you only highlight the achievements and experience that most closely matches the job description.
- **Paragraph #3: Call to Action:** Make your final paragraph a call to action, in which you summarize your work experience and enthusiasm for the job opportunity. Sign off with an invitation to follow up for an interview, either by phone call or email.

Need help contact:



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