How to Create an Effective Cover Letter

An effective cover letter should complement, not duplicate, your resume. The cover letter is your opportunity to add a personal aspect to your skills and qualifications outlined in your resume.

Current Date
Name of Person You're Sending Your Resume To Job Title of Person
Company Name
Full Address of Company

Dear _____,

Your opening paragraph should be very captivating. Tell the employer why you are writing this letter, what position you are applying for, how you heard about the opening and most importantly, why you are suitable to the position and/or company.

In your second paragraph you should be more specific about why you should be considered for the position, in other words, what are your hard skills, work experience and achievements that are relevant to the position? It is best to use examples to demonstrate your suitability. Conclude the paragraph by tying this back to the position. How will these attributes help you do the job well?

In your third paragraph, demonstrate your transferable/soft skills and use concrete examples to prove it. Also address why you want to work for the company. What is it about their values that make you want to work with them? What will your contribution be? Show your enthusiasm for wanting to work in this position and with this company.

The last paragraph should thank the employer for considering you for the position. Include the method you wish to be contacted.

Sincerely,

Your signature
Your full name typed

Enclosure (This means your resume is attached)