

English IV

Cover Letter Contents

MENG221 - 2021

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Lesson 3

What is a Cover Letter?

- A cover letter is a document that you send or upload with your CV/resume when applying for jobs to provide additional information on your skills and experience.
- It is typically a one-page document that explains to the hiring manager why you are an ideal candidate for the job. It should detail your specific qualifications for the position and the skills you would bring to the employer.

What is a Cover Letter?

- A cover letter may be the first and only opportunity to attract the attention of an employer.
- A quick glance at the cover letter allows an employer to see your communication skills.
- It also demonstrates your attention to detail – or lack thereof.

What is a Cover Letter?

First Paragraph - Introduction:

- In your first paragraph, explain the purpose of writing this letter. Mention the job title and company name, and also where you came across the job listing. This section should be short and to-the-point.

What is a Cover Letter?

Second Paragraph – Main Body:

- The next section of your cover letter should describe what you have to offer to the employer. Mention *specifically* how your skills, talents, and work experiences match the position.
- Think of this section as where you are ‘selling’ yourself, and what makes you a great candidate. Clearly make a connection between your qualifications and the job requirements.
- Use this section to interpret your resume: do not simply repeat it.

What is a Cover Letter?

Final Paragraph - Conclusion:

- Conclude your cover letter by thanking the employer for considering you for the position. Stress again briefly how you are a qualified candidate. Include information on how you will follow-up.