**COVER LETTERS**

A cover letter is your introduction and accompanies a resume. The most effective cover letter is one that is tailored for the specific employer or opportunity.

**Sample letters**

* [The basics](http://ncsu.edu/career/pdfs/cover1.pdf)
* [Email](http://ncsu.edu/career/pdfs/cover3.pdf) *– most common*
* [Print](http://ncsu.edu/career/pdfs/cover2.pdf)

**When/how to use**

Email: cover letter is your email message with a resume attached

US mail: cover letter is printed and sent with a resume

ePACK: cover letter is not recommended, unless requested by the employer

Career fair: cover letter is not recommended

Interview: cover letter is not recommended