

Cover Letter Workshop

The purpose of a cover letter is to convince an employer to read your résumé.

You are responsible for the content of your cover letter, and you are the only one who knows what the content is. You can receive assistance in making the content presentable, but you are the one that first has to write it. You must write it before someone else can work on it with you.

Here are some guidelines, tips, and pointers:

- A cover letter should not be more than one page. It has three parts: the introduction, the middle, the end.
 - 1. The introduction to a cover letter should be brief. Use it to tell the specific purpose of your communication and to introduce yourself.
 - 2. The middle part of your cover letter tells the employer what you can give to the company or why the company should hire you. It says something about your qualifications and general areas of accomplishment.
 - 3. The last part of your cover letter says thank you, and lets the reader know that you want an interview.
- A. A cover letter is not an exercise in creative writing. Do not say too much.
B. Use polite and formal language, but be direct and brief.
C. Do not include information that is on your résumé.
D. Ask yourself if everything you have written is relevant to your application for the position you are applying to. Don't annoy or bore the employer with information that is not relevant or meaningful.

Here are some sentence starters to help you get started. These are only suggestions and they may or not work for your specific purpose or cover letter. They are general language guides that are meant to be just that - guides, not absolute solutions.

Introduction Sentence Starters

I am applying for the position of _____	I am applying for the _____ advertised in _____
I would like to apply for a position at _____	Please, accept this letter as an application for the position of _____
I am applying for the _____ that I saw advertised in the _____	I am responding to the advertisement for _____
I would like to apply for the _____ position that I saw advertised in _____	

Middle Sentence Starters

My experience in _____	My background in the _____	I am certain that _____
I have extensive experience in _____	My strong background in _____	I am confident that _____
My skills and knowledge _____	My extensive experience in _____	
I am certain that my knowledge and background in _____ will _____	I am the right person for this job because _____	
I am confident that I _____	I am certain that _____	

Ending Sentence Starters

I would appreciate meeting with you to _____	I would like to meet with you to _____
I would appreciate meeting with you to _____	I would like to set up a meeting _____
I would appreciate the opportunity to have an interview for _____	I would like an opportunity to discuss how _____
I would appreciate the opportunity to _____	
_____ at your convenience.	_____ at a time convenient for you.
Thank you for taking the time to _____	Thank you for your consideration.
I appreciate your consideration.	I look forward to meeting you.