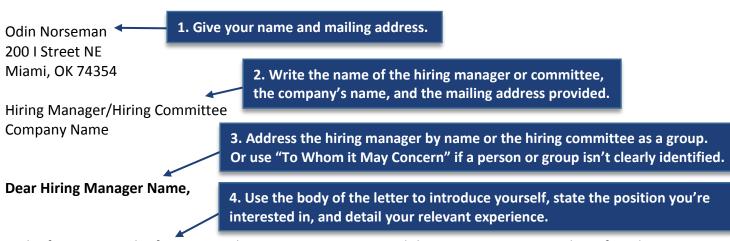


How to Write a Cover Letter



In the first paragraph of your cover letter, give your name and the position you are applying for. This paragraph is your opportunity to briefly introduce yourself and your background. A cover letter is not a regurgitation of your resume! The purpose of the letter is to expand on your resume and explain why you are the best candidate for the position.

Use the body of the letter to detail your experience and how it is relevant to the position you are applying for. Explain how your abilities match the qualifications and duties of the position. Read through the job description and include words and phrases from the description in your letter.

In the conclusion, reiterate your desire to fill the position. Let the hiring committee know that you are looking forward to hearing from them. Thank them for reading your letter.



<u>Keep in mind:</u> This is a professional document, so appropriate grammar and spelling are expected. The cover letter is your opportunity to sell yourself, so don't sell yourself short! When your letter is complete, ask several qualified people, such as an instructor, advisor or peer, to proofread it and provide feedback.

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