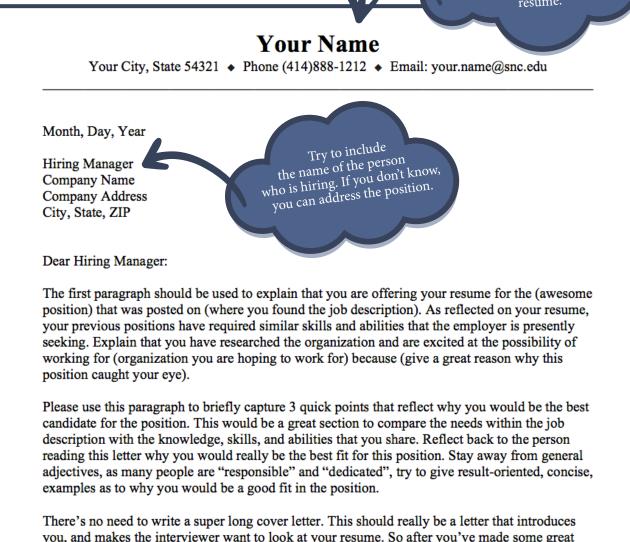


## Career & Professional

## **Cover Letter Tips**

Think of your cover letter as an introduction to your resume, you should always send one with the other. Here's a few tips on writing one:

Your contact information at the top. Use the same header as your resume.



you, and makes the interviewer want to look at your resume. So after you've made some great statements as to why you would "rock" the position you are applying for, simply use this last paragraph to politely thank the reader for their time spent reviewing your qualifications and close by letting them know you would like to talk with them further about your candidacy. (Thank you for taking the time to review my credentials. If you have further questions or would like to schedule an interview, please contact me at [list contact information].)

Sincerely,

Your Name

## sure at least two people look over your cover letter and resume to catch grammar, punctuation, or spelling mistakes.

Make