Key Tips

❯ 1 page letter, brief introduction that makes the employer read your resume

❯ Pull keywords from the job description for a rich opening that demonstrates your fit for the position

❯ Keep the employer reading by meeting their needs

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❯ Use the same header as your resume

January 1, 2014

Ms. Raider Red
College Recruiting Coordinator
XYZ Company
1234 Main Street
Lubbock, TX 79414

❯ It is considered impressive if you can include a direct name and title versus using Mr./Ms. Hiring Manager

Dear Ms. Red: ❯

❯ Unless you are 100% positive it is important to use Ms. instead of Mrs. Do not assume, ever. If there is a professional title (like Dr.), use that instead

First Paragraph is the "make me read the rest" paragraph
• Include name of position you are applying for or the type of work you are seeking
• Mention how you heard about the posting, address your specific connections
• Include company-specific information, DO YOUR RESEARCH!
• Why do you want this job?
• Catch the reader's attention

Second Paragraph is the "how you fit the position" paragraph
• Explain why you want to work for THIS employer in THIS position
• Connect résumé with job description – GIVE EXAMPLES
• Show why you are qualified – SKILLS!
• Be brief but specific
• Make a statement to begin the paragraph and end with proof for the statement

Final Paragraph
• Restate interest
• Restate contact information
• Use confident and positive language
• "I look forward to hearing from you" sounds better than "I hope to hear from you"
• "Thank you" is not mandatory but it's nice

Sincerely,

C. Eric Taylor ❯

❯ Sign in ink above name

Enclosure ❯

❯ Include this if you are including additional documents