The Cover Letter

PERSONALIZE YOUR **LETTER**

Tailor each letter to the position: use words from the iob description

Highlight your background that is relevant to the position of interest



Studies indicate the cover letter has a life expectancy of only 8 seconds, make it count!

Do **YOUR** RESEARCH

Research the company and understand the mission & values

Draw a parallel between the RUJDQL]DWLRQorganization and your skills



Be personable, enthusiastic and highlight your abilities!



DO NOT simply repeat what is on your resume

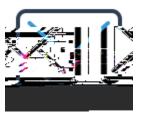
Emphasize special achievements & specific skills



Your cover letter is the first impression you offer, INSPIRE employers to read your resume!



Print on high quality paper: **CAREERSERVICES** PROVIDESFREE PAPER



Will Succeed

Name: Larger font & bold Remaining document: 11-12 pt.font

wtll.succeed@daemen.edu

Date of Letter

(PSOR\HDUPW 7LWOH Company Name Company Street Address City, State, Zip

Dear Mr. /Ms. /Dr. Last name:

Posting	#:	
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I am submitting this cover letten the hopes of joining your team as D 6 W D W H 6 H Q D W H , Q W H U Q I R U W K H . FI Robitd the plostified by College Central Network. I D P F R Q I L G HmQ Would with the new and relevant experience will be an asset to the team.

, DP LQWHUHVWHG LQ DQ LQWHUQVKLS ZLWK \RXU FDPSDLJDERXW SURJUHVVLYH SROLWLFV FRPPXQLFDWLRQ DQG SROL\RX KDYH FRPSOHWHG LQ :HVWHUQ 1HZ <RUN DQG , DP LQVIUQ'J V WKê‰-6NLF\ FRQ DQW SIU\ , SHUVR FRQ H\RQ Dc <