



Stand Out From the Crowd

WITH A GREAT COVER LETTER!



Get Personal

The cover letter has things that are not included in your resume. It will be more detailed and specific. Customized to the specifics of the position you are applying for. It should explain why YOU are qualified for the job and what YOU can bring to the company. It should include an example of something YOU have done that highlights your particular skill sets, making YOU a valuable asset to the company.

Do Your Homework

Do a little research about the company and the position you are applying for. Show interest in things about the company or position that normally would go unnoticed. Reference company goals and achievements and explain how YOU may be able to help with a certain problem or challenge that they may be facing.

Be Strong

A weak cover letter gives no incentive for the reader to continue. Don't use bland, cliché templates. Don't mirror your resume. This is your opportunity to sell yourself. Be interesting, be engaging but also be brief. The cover letter and resume go hand in hand. One should support the other, compelling the reader to read further.

**Do you need help with your cover letter?
Let me know and I will help!**
