**Cover Letter**: 1. A self-marketing tool 2. A letter which should always be attached to your résumé 3. A letter that is not copied out of a cover letter textbook, but rather, that is personally created by you. 4. A letter that introduces and highlights some major points that appear in your résumé 5. A letter that communicates your enthusiasm and desire to add value to a company or organization. 6. a letter that follows conventional block format.

While your résumé is a document that outlines your skills, abilities, and achievements in a very technical format, the cover letter offers a more personal take on who you are, what you value, and how your skills can add value to a workplace.

**Parts of a Cover Letter:**

Your cover letter will include these main pieces:

1. **Introductory paragraph** (mention job, company and demonstration enthusiasm/interest in the field/position)

**Start**

1. MCHH01239_0000[1]**Skills and Abilities** paragraph

(based on experiences and education)

**Middle**

1. **Education and Training** paragraph

**Skills and Abilities** paragraph (based on experiences and education

**4. Skills and Abilities and Values paragraph (optional) (**based on experiences and an audience need for some philosophy about skills and values)

1. **Follow-up paragraph** (what *I* or we *need to do*)

**Finish**

You need to have information about skills, education/training and values. You may combine these in paragraphs or you organize skills, education/training and values into separate, precise paragraphs. **NOTE**: Combining *skills and education* or *skills and values* in paragraphs may demonstrate stronger writing skills that upgrade your communication skills in the eyes of an employer.

Ask yourself: What does my audience need to hear about me to convince him that I am the one for the job? Paragraphs 2, 3 and possibily 4 are VERY important in convincing your audience about your ability to handle the job.

**Now, get some scrap paper to write your Cover Letter Draft…**

Your cover letter may be 3-5 paragraphs, depending on your skills and experiences, but it cannot be more than ONE PAGE. You can reduce the font a bit, but not so that you need a magnifiying glass to read the thing.

❑ You *must* have a short Introductory paragraph – note position, company, and what you bring to the job – good to express something you know of the company or its reputation.

Now, based on the *needs of your Job Target*, write **powerful, precise paragraphs** that show what you can do for the company or organization.

❑ Write a short paragraph that emphasizes your **education and your values**, *as they relate to the Job Objective*. This may take theform of a **single paragraph**, or may be **integrated into two skills paragraphs**. If you lack experience and skills, you may want to be more philosophical about your perspectives/ideals on key skills such as teamwork or leadership with organizations.

or

❑ You must **mention your skills** *as they relate to the Job Objective*. This part of the

cover letter is extremely important and may include and may include **one or two paragraphs***. You may decide to write two skills paragraphs.*

or

❑ Consider writing **two combination paragraphs** as your middle texts; that is, your values, skills, and abilites *can be woven into two paragraphs* that communicate the needs of the Job Objective and the Employer audience.

❑ You *must* finish with a Follow-up paragraph that communicates your interest in an

interview and your contact information (phone/cell # and email) the employer needs to set up the interview. You may also state a “best” time in which to make contact.

**Now, if this information wasn’t enough, check out these…**

❑ Check out the **Power Verbs** attachment sheet located on this website for inform

ation about great verbs. Verbs energize your sentences. Use powerful ones if you can.

❑ Check out the **Full Block Format** attachment sheet located on this website for technical information about how to format your cover letter.

❑ Check out the sample **Schmegley Cover Letter** attachment in WORD format located on this website