Cover Letter

My Cover Letter...

- Includes my up-to-date contact information
- Is customized for each and every role that I apply to
- Is addressed to the hiring manager, recruiter, or
- human resources representative at the company
- (whenever possible)
- Is one page in length
- Is broken up into three or four brief paragraphs
- opening paragraph
- Highlights a brief selection of my applicable career achievements
- Details specific points regarding how and why I am qualified
- References specific responsibilities and qualifications of the job description
- Thanks the reader for their time