



## PURPOSE OF THE COVER LETTER

### A cover letter is used to:

- Introduce yourself and ask for consideration of your qualifications for a position with that organization.
- Summarize your qualifications for a particular position or for any position in that organization.
- Direct the employer's attention to something specific on your enclosed resume concerning your background and their needs.
- Communicate your interest in and enthusiasm for the position and that employer.
- Ask the employer for an interview.

## COVER LETTER TIPS

- Your resume should be accompanied by a cover letter when mailed to prospective employers.
- Type the cover letter on the same color and quality of paper that you used for your resume.
- You should single space the letter and double space between the paragraphs. Your cover letter should be prepared individually for each employer. Ideally, you should research each employer and be able to note something unique about that organization or position.
- Address your cover letter to a specific person and include their job title. If necessary, telephone the organization for the correct spelling of the contact person's name.
- Personal characteristics such as reliable, dependable, strong work ethic can be included in the cover letter. You should, when possible, note evidence of these. Maintain a professional style of writing. Avoid clichés. grammatical, punctuation, typographical, and spelling errors are inexcusable.
- Keep the tone of the letter positive - Don't apologize for any deficiencies in your background.

FOR ADDITIONAL INFORMATION ON WRITING COVER LETTERS BE SURE TO ACCESS THE CAREER SERVICES COVER LETTER WRITING AVAILABLE ON THE OFFICE WEBSITE FOUND AT [HTTP://WWW.SCRANTON.EDU/CAREERS](http://www.scranton.edu/careers)

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