

5 Tips for Writing a Great Cover Letter

There are five things to remember when writing a cover letter:

1. Write about your personal interests in the business and profession.
 2. Showcase your writing ability, making sure to check for any grammatical or typographical errors.
 3. Highlight your strengths.
 4. Let them know you are serious about the opportunity.
 5. Make sure to include all pertinent contact information for the follow-up.
- The cover letter should consist of three paragraphs: an introduction, a paragraph with a bit of personal information as it relates to your interest in the open position discussing your talents, skills, and abilities and a closing paragraph with contact information and requesting a meeting.
 - Cover letters are important to allow the company to get a feel for who you really are and what capabilities you have.
 - Cover letters and résumés should not contradict themselves; they must flow together well and have synergy.
 - Don't mention your age in your cover letter; too much personal information can be hurtful, not helpful.