

Cover Letter

A cover letter introduces you to a potential employer, explains your purpose for writing, highlights a few of your experiences and skills and requests an opportunity for a meeting. The letter details your accomplishments but also reveals how effectively you communicate.

Tips and Recommendations

- Highlight relevant experiences and accomplishments. Do not restate your resume.
 - Demonstrate knowledge of the organization and enthusiasm for which you are applying.
 - Show how your education, experience, and transferrable skills for the requirements for the position.
 - A cover letter should be included with every application.
 - This is a sample of your written communication so be sure to have a professional, colleague or Career Services Coach review the finished document.
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Cover Letter: Three Sections

Section 1

- Why are you writing to the employer and what position are you applying for.
- How you learned about the opportunity and any potential company connections you have.
- Express enthusiasm for the role and demonstrate the research you've done for the organization.

Section 2

- Highlight your experience, education, skills and career plans relevant for the position.
- Focus on accomplishments that demonstrate how you are the best fit for the job.

Section 3

- Thank the reader for their time and consideration.
- Indicate your desire for an interview.



Bristol Career Services Commonwealth College Center, G-116

Phone: 774.357.2959, Email: CareerServices@BristolCC.edu