

COVER LETTERS

What the heck do I write?

Paragraph 1: This is the WHY paragraph. It has three objectives. Establish where you heard about the job, state why you are interested in this particular company, and mention any contacts or referrals you have at the company.

Paragraph 2: This is the WHAT paragraph. Be brief and direct. Highlight two or three key experiences and/or accomplishments that meet the company's qualifications. This SHOULD NOT repeat your resume. Your examples should demonstrate your success at work and your key attributes. You can end with an affirmative statement regarding your future contributions at the company.

Paragraph 3: This is the ACTION paragraph. In one sentence state what you are looking for. A meeting, an interview, or a phone call? Thank the person for reviewing/considering your enclosed resume and mention that you will follow up in a few days to one week—then do it!

For additional help crafting custom resumes and cover letters contact Wendy Reimann at wendy@lighthousewriting.com. YCP members receive a discounted rate. Lighthouse Writing, LLC also specializes in press releases, articles, web content, and business writing.