A cover letter complements your resume and allows you to elaborate on the skills and experience you bring to a position. Cover letters should state your interest in the position and highlight your education and work experience. You should never send a resume without sending an accompanying cover letter.

The cover letter can be written in three paragraphs:

**Introduction:** Introduce yourself and indicate the position you are seeking. Include a strong sentence summarizing your relevant experience (this is also called a “hook” which will give the employer a reason to continue reading your letter).

**Middle Paragraph:** State why you are interested in the position and discuss skills, experiences and education that have prepared you for the role.

**Conclusion:** Address why you’re interested in the particular position and company. Request an interview or state when you will follow-up with the recruiter.

**Types of Cover Letters:**

**Targeted**
A targeted cover letter is used when the company has a specific job opening. This type of cover letter should highlight relevant education and work experience for the position.

**Unsolicited**
An unsolicited cover letter is used when you are applying for a position that may or may not be open. It is also appropriate when you do not have very much information about the company other than the fact that it employs people in your occupation of interest. This cover letter should highlight relevant education and work experience.

**Guidelines:**
- Be brief, but address all relevant qualifications and experiences.
- Address your letter to someone who has the authority to hire you.
- Specify how you are qualified for the job.
- Take the initiative and request an interview.
- Take time to review your letter carefully, and have someone else review it. Do not rely on spell check to identify all grammatical errors.