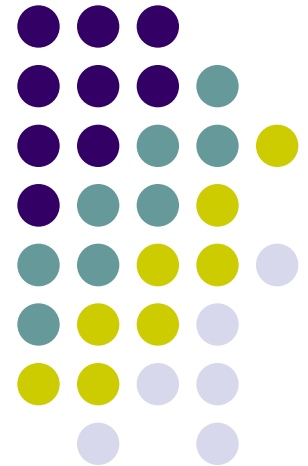


Cover Letter Consultation:

The Doctor is in!



QuickTime™ and a
TIFF (Uncompressed) decompressor
are needed to see this picture.



I'm Dr. C. Letter, first name Cover. I am here to help you get started writing a cover letter. We will discuss why to write a cover letter, what a cover letter looks like, and what content should be included in a cover letter. I will even give you some tips to make your cover letter noteworthy!

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are needed to see this picture.

Why write a cover letter?



A well-written cover letter is an effective way to present your qualifications to an employer. It provides pertinent information in addition to your résumé and reemphasizes your résumé credentials. It shows your uniqueness and your ability to express yourself on paper in a professional manner.

What does a cover letter look like?



Your mailing address
City, State Zip
Date

Name and title of the addressee
Address
City, State Zip

Dear Mr./Mrs./Ms./Dr. _____:

1st PARAGRAPH:

2nd PARAGRAPH:

LAST PARAGRAPH:

Sincerely,

(your name signed in cursive)

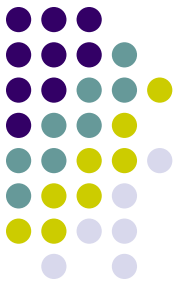
Your name typed

Enclosure (s)

**Tip: Your cover letter should rarely
exceed 1-page.**

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What content should a cover letter include?

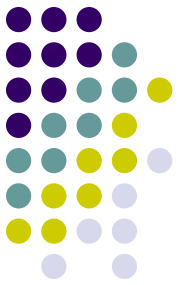


1st PARAGRAPH: Tell why you are writing. Name the specific position or type of work you are applying for. Mention the resource used in finding out about the opening, if appropriate.

2nd PARAGRAPH: Explain why you are interested in working for that employer, or in that field of work. Most importantly, what do you have to offer? Point out 2 or 3 qualifications or achievements you think would be of greatest interest to the employer, addressing your remarks to his/her point of view. Expand on the information in your résumé do not simply repeat it.

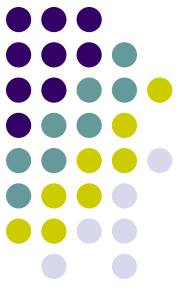
LAST PARAGRAPH: Indicate your desire for an interview and your plan of action. State that you will call on a specific day to confirm the receipt of your résumé and answer any questions the employer might have (make sure you call at that time). If the employer is in another geographic area, state when you will be in that area and request to meet with the employer then. In any case, make sure your closing paragraph is positive and action oriented. Have your phone number clearly visible. Thank the reader for his/her time and consideration.

Cover Letter Rx



- Tailor each letter for a specific situation. Duplicated letters and mass mailings are not appropriate.
- Address each letter to a specific individual including her/his title, if possible.
- Give SPECIFIC examples of your experience.
- Use paper (and envelope) that match your résumé.
- Be sure to sign each letter and make certain your address is plainly visible.
- Keep a copy of all correspondence and do not forget to follow-up.
- Cover letters should set you apart from other candidates.
- Capture the employer's attention from the first sentence.
- Cover letters emphasize what you can do for the employer
--try thinking about your content from their point-of-view.

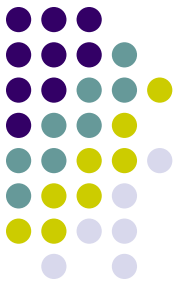
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are needed to see this picture.



Tips for Getting Started

Think about the answers to the following questions:

- Why are you interested in this position and/or company?
- What qualifies you for this position?
- What is a specific story related to your experiences?



Now that you completed your Cover Letter Consultation with Dr. C. Letter, you can bring your cover letter in for review. FACS will help you fine tune your résumé to assure you the best chances at landing that interview.

Complete the Cover Letter questionnaire (available on the FACS Student Appointment Preparation page) link below and bring it to your appointment.

**

Contact FACS to set up your appointment.



DFA 2.4
1 University Station D1400
The University of Texas
Austin, TX 78712-0340
(512) 232-7333

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See you soon!