



Building your Case

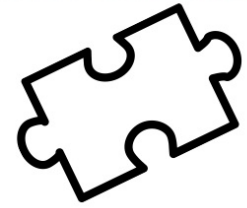


Cover letters: Why YOU are the best fit candidate

1 Opening Paragraph

What is the position you are of interest &

What is your connection to the position?

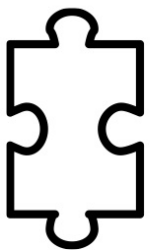
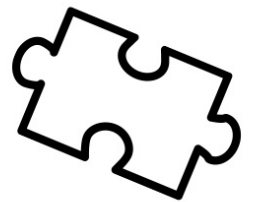
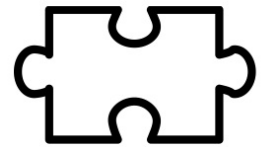


2 Middle paragraph/s:

Show how you are a match for what the organization is seeking. Address requirements articulated in the vacancy announcement

Expand on a few key points from your resume but do NOT restate all of the same info. Choose 2-4 relevant qualifications and focus on those

For efficiency, choose items that may be universally appropriate for the jobs you are seeking



3

Conclusion:

Focus on job search process

Reference other materials included in application

Courtesies and restate interest

Cover letters are written in narrative format



Use "I" and "my" as you make your logical argument