STEP 1: WHAT TO INCLUDE

GREETING/INTRODUCTION

- Address your letter to someone by name (most likely the hiring manager). You may have to do research to find out who.
- Who are you? Tell a little about yourself-keep it brief.
- State which position you are applying for, how you found it, and if possible include the posting number.

WHY

- Why are you writing this letter and for what ultimate purpose?
- Why is this job exciting to you?
- What do you know about the company already?
- What interests you about the company?

SKILLS

- Pull key skills that the employer is looking for and note how your skills/qualifications match.
- Note how your skills are a perfect fit for the job.
- Emphasize additional relevant skills and/or certifications.

KNOWLEDGE

- If you have an online portfolio remember to include a link.
- Highlight your educational experience (trainings, degrees, internships, certifications).
- What have you accomplished in your career that could be of interest to the company?
- Make sure to mention points that clearly relate to the position you are applying for.

CALL TO ACTION

- End your letter by prompting the hiring manager to move forward.
- Express interest in an interview.
- Be concise, professional, and confident in what you can offer the employer!

PRO TIP

Do you know someone at the company that told you about the position and thinks you would be a good fit?

Include their name and a brief explanation of why they referred you. Be sure to ask their permission first!

Have Questions? Contact the Employment Hub at JC-CCE@jccmi.edu or visit us in BW 124