STEP 3: CHOOSE YOUR FORMAT

PARAGRAPH
- Standard Cover Letter Type
  - Ideal for college graduates
  - Used to engage your reader with a story telling style that includes 2-3 short paragraphs
  - Typically set up in the same order as an interview: Greeting, introduction, what do you like/know about the company & what do you bring to the table, Closing

T FORMAT/ BULLET POINT
- More Creative Cover Letter Type
  - Best for instantly showing an employer that you have exactly what they are looking for
  - Has a unique second paragraph that addresses your skills in a two-column or bullet point format
  - Great for someone in the middle of a career change

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