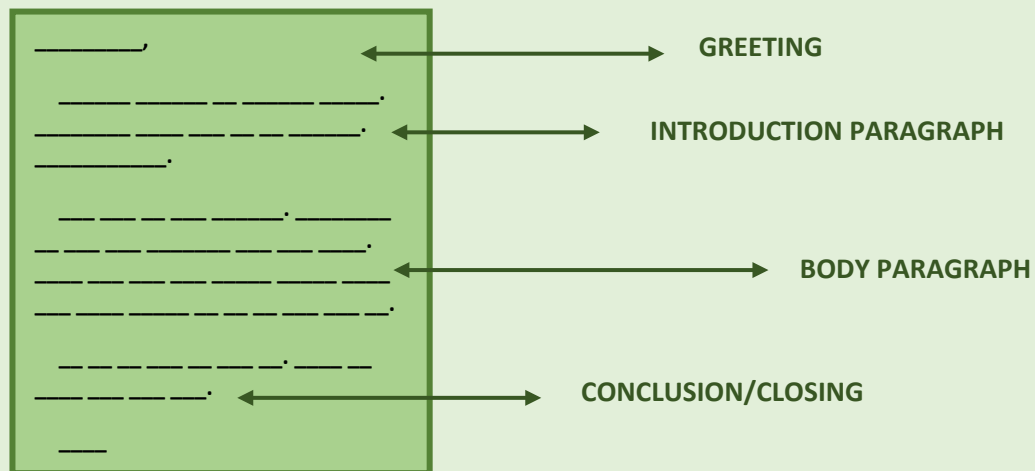


## STEP 3: CHOOSE YOUR FORMAT

### 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

