

WHAT IS A COVER LETTER?

A formal letter that accompanies a resume where you connect the dots of your experience for the employer and make it obvious you are a good match for the position.

A COVER LETTER IS MEANT TO:

- 1 Provide a brief introduction of who you are
- 2 Explain why you are applying for the job
- 3 Justify why you believe you are a good fit for the position
- 4 Emphasize how your skills/experience will benefit the company



This is the first sample of your professional writing an employer will see.



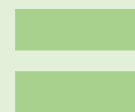
Unlike a resume, a cover letter can show the employer a bit of your personality helping them to understand how you would fit with their company culture.

THE ULTIMATE GOAL IS TO:

Explain why you are the best candidate



Call the employer to action (i.e. set up an interview)



Land the job!

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