

## Cover Letters for the New Millennium

Your cover letter has two purposes. One purpose is to interest a recruiter in reviewing your resume. The second purpose is for the recruiter to have a sample of your writing style: the cover letter is a 'test' of your business writing skill.

Tips:

- Watch your tone: use 'you' and 'your' rather than "I", "me", and "my" to stress your interest in a company's needs
- Show the reader that you know the knowledge, skills, and abilities they seek by listing their phrases and your experience so they have an idea of what they can find in your resume
- Always strive to address your cover letter to a person rather than "To whom it may concern" or "Dear Sir or Madam"
- Include explaining why you want to work for the company (see <https://www.jobscan.co/cover-letter>)
- Always end your cover letter with a request to call the recruiter's office 7 - 10 days after submission to ask if they received everything (and follow up!)
- A cover may be longer than one page and it conveys your professionalism and personality; the cover letter is a test of your use of business language, too
- Proofread the cover letter and ask others to proofread it, too

Include a table in which you compare the characteristics the recruiter and company seek and your experience and skills. This table saves the recruiter time and effort. Using the table demonstrates your concern for making information clear while offering the reader a simple visual about the fit between you and the job.

You Seek	I Offer