

## WRITING A COVER LETTER:

The purpose of a cover letter is to communicate to a potential employer why you are the best candidate for the position based on your **skills, education, and experience**.

Cover letters are generally **three to four paragraphs** long and should be tailored to the position you are seeking. Some employers use cover letters to determine your ability to write.

**Before you begin, follow these 4 simple steps to outline your Cover Letter.**

**1**

Review the job description and highlight important skills/ qualifications the employer is seeking. Write what you found below.

**2**

Write down the skills you possess that match the skills they are seeking.

**3**

Pick 3 to 4 skills you possess that the employer is seeking and write them below in order of importance.

**4**

Write a specific example of where you used or obtained your 3 to 4 skills (one specific example per skill).