

Cover Letters & Additional Job Search Correspondence

What Is A Cover Letter?

The purpose of a cover letter is to convince an employer that your skills and background make you worth interviewing. While a resume summarizes your experience, a cover letter persuasively relates that experience to the specific job to which you are applying. A cover letter also gives you the opportunity to explain why you're interested in that particular company, making you a more attractive candidate to that employer.

A good cover letter will make you a more attractive candidate by demonstrating:

- Knowledge about the job, the company, and the industry
- Effort in your job search and enthusiasm for the job
- Writing and organizational skills
- Understanding about yourself, your skills, and your potential contributions

It's true that some employers barely glance at cover letters; however, many others review them attentively. View it as an extra opportunity for you to promote yourself, and increase your chances of getting an interview by sending a well-written cover letter with every application.

Cover Letter Samples:

- Internship Sample
- Co-op Sample
- Entry Level Sample
- Gap Year/Non-Profit or Service Sample
- Advanced/Experienced Sample
- Advanced Career Changer Sample