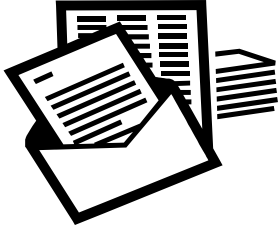


## COVER LETTER



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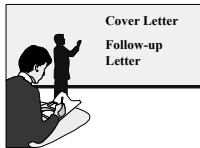
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## Letter-Writing Pointers

When you are job hunting, the form of a good business letter is as important as the content!



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## Letter writing...

- Use good quality paper
- White or ivory is best
- Include letterhead (name, address, phone)
- Always type
- Address to specific person, use their full name & title
- Use a full-block format



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## Letter writing...



- Keep sentences relatively short.
- Avoid copying sample letters, use them only as a tool. Choose ideas & phrases that fit your own situation.
- Put yourself in your reader's shoes - try to sense what he or she is looking for.
- Keep it brief - never more than one well laid-out page.

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## What to include...

- First paragraph:
  - indicate the position of interest
  - how you heard about it
  - use the name of contact persons, if appropriate



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## Second paragraph...

- Relate position specific:
  - experience
  - skills
  - background
- Highlight specific skills & competencies that could be useful to the company.

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### Third paragraph...

- Indicate your plans for follow-up contact.
- Indicate that your resumé is enclosed.



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### References

- **Contacted to:**
  - Check that you told the truth about yourself.
  - Get a feeling for how you work with others (this is difficult to judge in an interview).
  - Pick up otherwise undisclosed information, favorable or otherwise.



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### References

- Always ask permission & where to call
- Provide a copy of your resumé
- Provide details regarding the prospective position:
  - company, type of job
  - position requirements
- Let your references know immediately after you have given their name

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## References...

- Request a call after they have been contacted, ask:
  - what types of questions were asked?
  - what topics were covered?
  - what other concerns were raised?



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## Questions your references may be asked about you:

Key accomplishments

Experience

Management style

People skills

Communication skills

Intellectual ability

Work habits

Health, life style, family



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## Who are your best references?

- People you know in a work setting:
  - bosses
  - peers
  - subordinates



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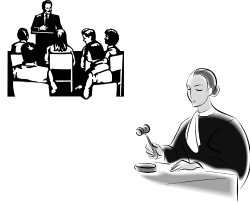
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## Alternatives to professional references...

- Character references
- Community members who may have some status:
  - educators
  - business persons
  - minister
  - attorney



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## Which references seldom carry any weight...

- Neighbors
- Family doctors
- Relatives
- Others who do not know you in a business environment



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Well prepared job seekers have a good idea of what their references will say about them.

Send a thank you note to express appreciation.

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