Cover Letters
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What is a Cover Letter?

- It is a business document
- It demonstrates to the employer that you (based on your background) are a GREAT candidate for this particular description (based on their job description) and for their company
- It accompanies the resume
What should I include?

- The name of the position, company and hiring authorities
- A confident tone
- Your contact information
- A personal touch: a related story, experience or example
- A statement of intent towards the end
- A positive closing statement
- An actual signature
What should I avoid?

✓ Don’t go beyond one (1) page
✓ Don’t assume they know you’re making a joke or being funny
✓ Don’t exaggerate or make false claims
✓ Don’t rehash your resume
✓ Don’t forget to spellcheck and name/date/address check
Don’t Forget!

• Read it out loud
• Have a trusted person review and edit it
• If you’re working on more than one, make sure the information is for the right company and position
• Proofread, spellcheck
And Remember…
You are Awesome!

• This is the time to talk yourself up.
• Avoid language such as “I think I would” or “I believe that I…” Use direct action. “I will.” “I can.”
• Sell your strengths. Come back to why you are such a great fit for the job.
But What If I Have Questions Later?

Ways to Find Out More

• Visit our website: https://tscpl.org/research/jobs-careers
• Contact me! msnepp@tscpl.org OR 785-580-4647
Lab Time