

Cover Letters

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*Stay
curious* 



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?

- X Don't go beyond one (1) page
- X Don't assume they know you're making a joke or being funny
- X Don't exaggerate or make false claims
- X Don't rehash your resume
- X 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