

INTRODUCTION

Writing an effective cover letter is essential to stand out as the best candidate for a job since it is essentially an introduction to your resume. Please use this guide to create a cover letter with the elements necessary to make a positive initial impression on a potential employer.

HOW TO WRITE AN EFFECTIVE COVER LETTER

1. Customize your cover letter to a particular job posting. Address the letter to the person who is in charge of hiring for the job and reference the mission of the hiring company or organization. By addressing it to a particular person, your cover letter is more likely to be seen by them. In addition, showing genuine interest in the success of the hiring company or organization will help your cover letter stand out.
2. Highlight your professional strengths and achievements. When you emphasize your strongest professional skills and efforts, you impress your potential employer by showing them experience that stands out amongst a pool of applicants. That being said, you should avoid repeating your whole resume.
3. Have someone proofread your cover letter to assist you in eliminating grammatical mistakes and awkward phrasing.
4. At the cover letter's conclusion, refer to follow-up actions, like a potential interview. Remember to include your contact information.

CONCLUSION

Writing a cover letter that features relevant, concise and error-free information makes a positive first impression on potential employers, which may lead to you scoring a new job.

For further help to write an effective cover letter, please access the LearningExpress Library in the Sequoyah Regional Library System's [E-Library](#).

- Enter the current GALILEO password after you click on LearningExpress Library.
- Select "Job & Career Accelerator" and then select "Tools to Get Hired".
- Select "Build Your Letter".
- If you already have an account in the LearningExpress Library, sign in. If you don't have an account, you will have to create one. This is 100% free with your library card. After you sign in or create an account, you can begin using this resource to assist you in creating your cover letter.

If you want further guidance from a staff member of the Sequoyah Regional Library System, please go to <https://www.sequoyahregionallibrary.org/> and access the contact form by selecting the "Contact Us" link.