



COVER LETTERS

Cover letters are in many cases, your reader's first introduction to you. They are designed to grab your reader's attention and to tell your unique story. Cover letters should be customized to the position or organization to which you are applying. They should state what position you are applying for, why you are applying for a particular position or to a specific organization, and what is unique about you and your background that warrants a face-to-face interview.

We have included some sample cover letters; however, your cover letter should be personalized to the organization and position. Your cover letter should come from your heart and reveal something of your unique personality. Just as parents of identical twins know that identical twins are not truly identical, so no two cover letters should be exactly the same.