

HOW TO WRITE AN EFFECTIVE COVER LETTER

- Review the job description and highlight the key skills required.
- Review your skills and select the examples that best showcase your specific experience relating to the needed skillset.
- Combine the challenge, action, and result into 2-3 sentences clearly explaining what you did, how you did it, and what the result was.

Paragraph 1 <ul style="list-style-type: none">• WOW the reader!• Why do you want to work for the company?• How will you provide value to the company?• Introduce yourself and where you found the job• Co-op availability	Paragraph 2 <ul style="list-style-type: none">• What are you studying?• What are current courses you are taking?• What are current projects you are working on?• Previous education (college or undergrad)• Demonstrate your technical skills related to the job
Paragraph 3 <ul style="list-style-type: none">• What are your past experiences?• Employment, clubs, projects, volunteer opportunities• Demonstrate your soft skills that relate to the job <p>Note: Paragraphs 2 & 3 are interchangeable</p>	Paragraph 4 <ul style="list-style-type: none">• Reiterate your interest in the role (be specific and always double check that you've listed the correct company)• Include your email address and phone number• Thank the reader for their time• Be confident!