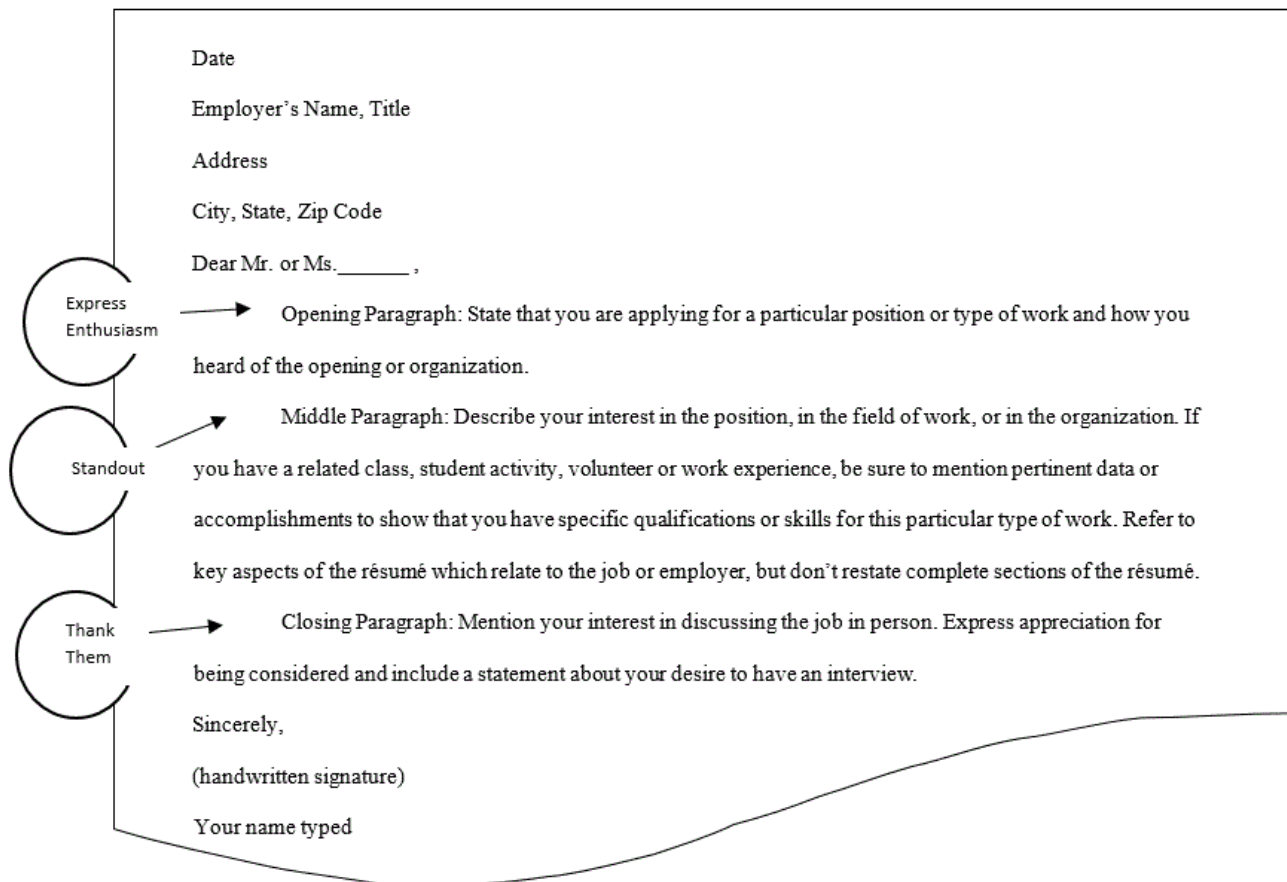


Résumé Cover Letter

What is a résumé cover letter? A résumé cover letter is your first introduction to an employer. It is an opportunity to convey yourself as a strong candidate as well as to demonstrate your ability to communicate in a polished, professional manner. The purpose of a cover letter (along with a résumé) is to obtain an interview.



Cover Letter Essentials

- Your cover letter should:
- Include your job objective
- Entice the reader to read your résumé
- Tell about your qualifications for the job
- Be free of spelling errors
- Be a traditional letter or an email

Always submit a cover letter with a résumé, unless you are attaching your résumé to an application.

Note: Based on information found at Taos Mountain's Top Ten Resume Writing Tips, careerpath.com, and <http://www.sbcc.edu/careercenter/index.php> .