



## Network to Work Meeting

August 2023

### RESOURCE DOCUMENT – *COVER LETTERS*

A cover letter compliments your resume. Your resume is about you. The cover letter should be about the company you are applying to & why you fit. Do a Google search on the company first & learn all you can. Then, reread the job description. Now, you will tailor your cover letter to connect the dots between your skills and their needs.

DOs	DON'Ts
Do try to address the cover letter to a specific person. If you cannot find the name of the hiring manager, write "Dear Hiring Team,"	Don't jump right into your paragraph
Do try to start with something you've accomplished that is relevant to the job	Don't mention your years of experience
Do match 2-3 specific skills you have to 2-3 needs from the job description. Explain why your skills fit their needs.	Don't summarize your entire resume
Do use current industry terminology and keywords from the job posting	Don't copy/paste exact sentences from the job posting
Do talk about your SCSEP training and all your new skills – especially any new technology training	Don't talk about salary
Do research the company and write about your connections to what they do, and your willingness to continue learning more	Don't write more than one page
Do explain recent gaps in employment	Don't write anything negative about past jobs
Do PROOFREAD & Get Feedback	Don't send a sloppy, error-filled letter

**Don't forget to include your skills from:**

- Volunteering
- Events or seminars you attended
- Classes or workshops you attended
- Books you read
- Courses you took

**Don't forget your best job-ready qualities:**

- Your ability and willingness to learn new skills
- Your reliability and honesty
- Your flexibility and adaptability
- That you're a team player
- Your solid attendance history

**Formatting Reminders:**

- 2/3 of a page at most
- Plain, 10-12 point, black font.

**Sample to explain career changes:**

“Even though my last role was a Construction Foreman, at this point in my career, I want to apply my skills in a new field. My skills will transfer nicely, as I am focused, dedicated and have a track record of completing projects on time.” *(Then name the specific skills that you have learned in your SCSEP training, how you have applied them, the outcomes, and how they will benefit the prospective employer.)*

**Sample to explain work history gaps:**

“In the last two years, I stopped working to care for my mother who was diagnosed with a terminal illness. It was a difficult period, but I've made sure I've kept my skills up to date by participating in various networking events and online forums, as well as studying\_\_\_\_\_.

Right now, I am available to return to work, and I believe my extensive experience in \_\_\_\_\_ would be an asset to your team.”