

Steps on How to Write a Successful Cover Letter

Step#1: use an eye-friendly layout

- Write the name of the company and its address on the upper left-hand side of the page.
- Insert the date on the lower right hand of the page.
- Use the center of the page to write the title of the position you are applying for.
- Use the header or the place underneath your signature to include your name, address, email, and phone number.

Step#2: address the letter to someone

- Find out who is the hiring manager and address him or her.
- Simply use “ Dear Higher Manager,” or “ Dear Hiring Committee” if you don’t know the name of the manager.

Steps#3: select three skills and tie them to the company’s needs

- Identify your skills and connect them to the position that you are applying for.
- Skills include problem-solving, ability to prioritize among worthy goals, and being a team-player.

Step#4: Ask for an interview

- Use the last paragraph to ask for an interview. You can say, *“I will be more than happy to talk to you in person about my skills and qualifications and learn more about this position.”*