



4 Paragraph Cover Letter Format

Your Personal Heading (Use a professional letter block)

Date

Contact Person or Department Professional
Title (if Person)
Organization Name
Mailing Address
City, State, Zip

Dear Contact Name or Attention

1st Paragraph:

Indicate what position you are applying for and how you learned about it. Then give them a reason to continue reading based on your skills or experience.

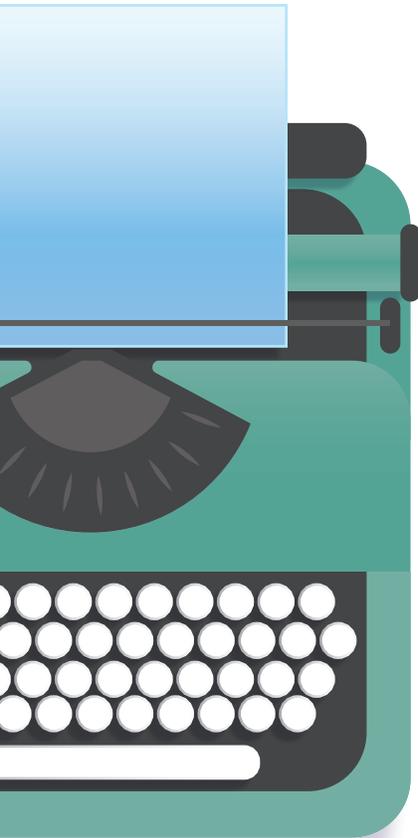
2nd, 3rd Paragraphs:

Explain how your skills, education, qualities, and values match this job. Include why you want to be a part of this specific company in this specific position.

4th Paragraph:

Establish what will happen next. Take a proactive approach by stating that you will be calling to inquire about the position and a potential meeting, or be more passive by giving your contact information and saying you look forward to hearing from them.

Regards (or Sincerely),
(signature)
Your name





Alternatives to a Cover Letter

Nearly two-thirds of recruiters say a cover letter is not an important factor when reviewing applications, according to a survey of 1,400 recruiters by Jobvite, a recruiting software provider. The cover letter is becoming a dinosaur when it comes to hiring. "Most companies today recruit online and receive applications through software systems that often don't include a section for a cover letter". Here are four things you can do on your resume as an alternative to the letter:

1. Add A Summary

Provide more details at the top of the resume, two or three sentences that highlight what makes you different from other applicants. Similar to an elevator pitch, it's where you share a high-level competency, niche, or career focus. The summary replaces the "Objective".

2. Include Personal Information

Adding this to the bottom of the resume gives hiring managers a sense of your personality before an interview. You can include hobbies, volunteer activities, relevant club memberships, or mention your willingness to relocate.

3. Highlight Accomplishments

Include bullet points under each entry with critical elements that hiring managers are looking for.

4. Provide Your Social Media Handles

Hiring managers are looking at your Twitter, Facebook, and LinkedIn profiles. Offer a link, be vigilant about what you've posted on these platforms because they give hiring managers a great deal of insight on whether you fit with their company culture.

