

Internet Resources to Help You Prepare Your Cover Letter

The following list contains a sampling of websites available to you that provide useful articles and will serve as valuable resources as you access further information about how to write a cover letter. Remember that information you find on these websites may be conflicting. It is important to take in the information and then make decisions about preparing a cover letter that is RIGHT for you!

Career Builder

Visit <http://msn.careerbuilder.com/custom/MSN/CareerAdvice>. Last accessed 6/21/07.

Read articles including:

- Covering the Basics in Cover Letters
- Eight Ways to Maximize Your Cover Letter's Power
- Seven Cover Letter Snafus

MonsterTrak

Visit http://static.jobtrak.com/job_search_tips/cover.html. Last accessed 6/21/07.

Find information about:

- Writing Style
- Cover Letter Format
- Types of Letters

Quintessential Careers

Visit <http://www.quintcareers.com/job-seeker.html>. Last accessed 6/21/07.

Click on Cover Letters to find articles such as:

- Cover Letter Checklist
- Don't Make These 10 Cover Letter Mistakes
- The Basics of a Dynamic Cover Letter

The Riley Guide

Visit <http://www.rileyguide.com/cover.html>. Last accessed 6/21/07.

Discover links to topics including:

- Writing Cover Letters
- Sample Cover Letter Libraries
- Submitting Writing Samples to Employers

Vault

Visit www.Vault.com. Last accessed 6/21/07.

Search for the following key phrases:

- *The Basics of the Cover Letter*—this article provides an excellent step-by-step guide to creating a cover letter with sample opening and closing sentences.
- *Sample Cover Letters*—you will be provided with links to sample letters from a variety of career fields.