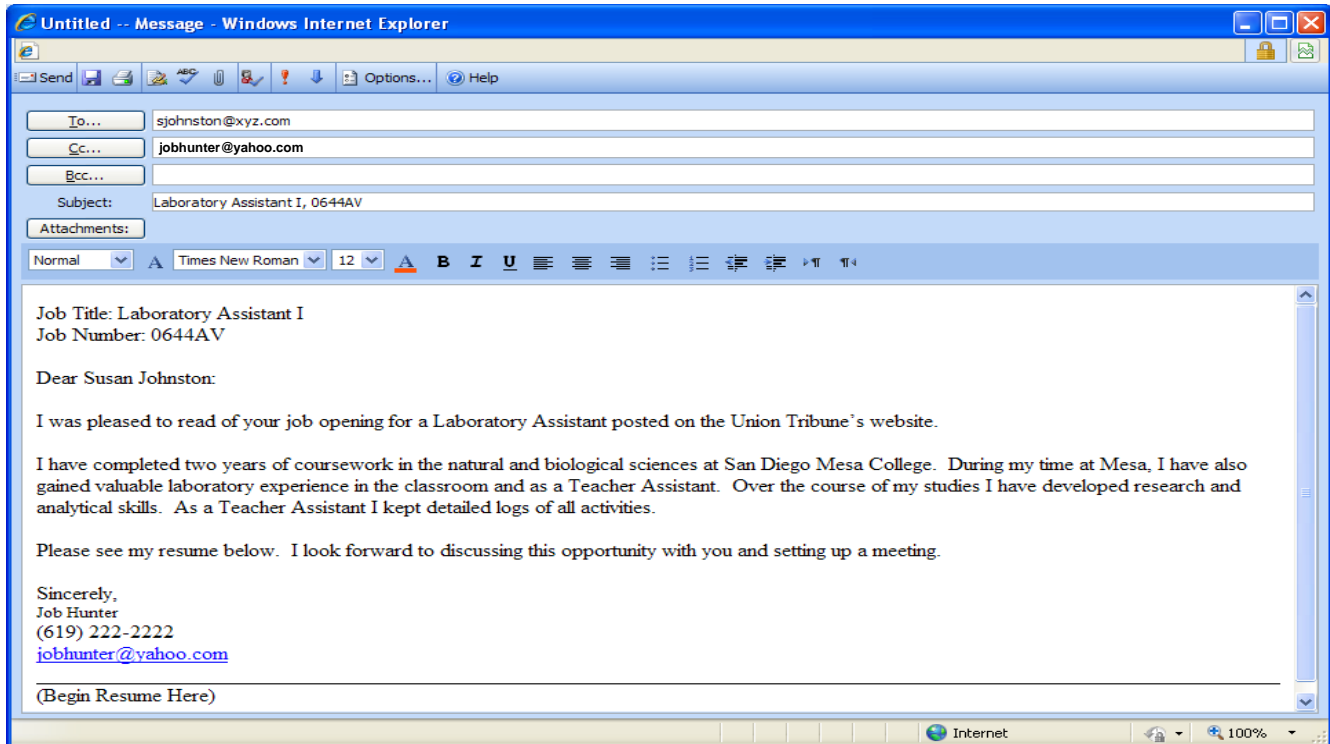


Tips and Sample for Electronic Cover Letters

An electronic cover letter should...

- a. State where and when the applicant found the job advertised.
- b. List the job title and number (include this in the SUBJECT line of your email).
- c. Highlight your skills and qualifications in response to the employers needs.
- d. Appear immediately before your resume in the text of your email message.

A sample electronic cover letter sent in response to a position advertised on the internet appears below:



DO:

- Include the position title and job number in the subject line of the email
- Align all text to the left
- Use 12 point font, Times New Roman
- Use hyphens or asterisks instead of bullets
- Use spaces to separate paragraphs
- Send a test email to yourself before sending to the employer
- CC yourself on the email
- Attach a formatted version of both the cover letter and resume to the email

DON'T:

- Use bold, italics, or underline
- Use graphics or shading
- Tab, indent, or center your text
- Use symbols or columns
- Include horizontal or vertical lines