

Putting Together a **COVER LETTER**

THINGS TO REMEMBER...

- The purpose of a cover letter is to write a personal letter (usually addressed to the contact person) announcing why you are sending your resume, your particular interest in the position, and why you feel you are a “good fit” for the particular position.
- Basically, the cover letter is the hand-shake of your initial greeting and encourages them to read your resume.
- You may want to think about using a letterhead (with your name, phone, email & address information already on it) that compliments the style of your resume – i.e. paper, design and font style, etc.
- Be careful not to simply repeat what you express in your resume, this is your opportunity to share, on a more personal level, your interest in the position and your heart for serving in that capacity.
- Concentrate on being concise in how you express yourself here. This letter should be to the point, approximately 2-3 paragraphs (2 or 3 sentences each).
 - **The first paragraph** – reference your phone/email conversation (if appropriate) and sets up the “atmosphere” for encouraging them to keep reading.
 - **The second paragraph** – tells why you are interested in the position, your heart for that particular job/ministry, and why you are good fit for that position.
 - **The third paragraph** – closes your letter, encourages them to contact you if additional information is needed, and thanks them for their time.