

## COVER LETTERS

A cover letter in literal terms is designed to “cover” your resume when being sent to prospective employers. A cover letter can also be used when responding to a job announcement electronically serving as the body of the email with your resume attached. An efficient cover letter should explain what you can do for an employer and how you plan on getting it done. A cover letter should not restate what is found on your resume but should explain accomplishments and qualities that will entice a potential employer. Use your cover letter to explain accomplishments that you had with other employers, and how you will use your skills to the company’s advantage. Use these tips to create a successful cover letter:

- If at all possible address your cover letter to a specific person. If no one is listed on the announcement get in contact with the company and ask the name of the person in charge of hiring.
- Be clear in stating your attributes and in asking for an interview. A cover letter should not be passive or suggestive.
- Be friendly, but professional. However, avoid the extremes of being too informal or pushy.
- Be simple in your format. Have a recipient and their information, the date, the recipient’s name, an introduction, the body of the letter, a request for an interview and a salutation. If you are using a hard copy of your cover letter, be sure to sign it.
- Try and keep the cover letter to one page.
- Proof-read with care. If possible, have someone else read your cover letter and resume to check for grammatical errors.
- If sending an email as a cover letter, make sure you list the job title in the subject line.
- Tailor each cover letter to the specific requirements of the job description. Know what is required, and how you can fulfill the company’s needs.



**[Your Name]**  
**[Street Address]**  
**[City, ST ZIP Code]**  
January 1<sup>st</sup>, 2022

**[Recipient Name]**  
**[Title]**  
**[Company Name]**  
**[Street Address]**  
**[City, ST ZIP Code]**

Dear **[Recipient Name]**:

This August I will be relocating to Atlanta, where I hope to continue serving as a paralegal. My work with first-rate attorneys enables me to offer you an exceptional mix of training, knowledge, experience, and professionalism.

As you'll see on the enclosed resume, I have worked for several law firms in the Philadelphia area. I am proficient in many areas of criminal and civil trials with an additional concentration in contracts and titles. As a result, I can offer you an unusual level of expertise in researching complaints and discovery requests as well as responses to counterclaims, motions for discovery sanctions, motions for summary judgments, and motions to dismiss.

I would appreciate the opportunity to introduce myself as a candidate for the position at your firm. I will be in Atlanta at the end of this month. If you will contact me at (425) 555-0145 during the day or evening, we can schedule an appointment.

Sincerely,

**[Your Name]**

Enclosure

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