



E-PORTFOLIO WORKSHOP SERIES

Cover Letters

How to Write A Cover Letter

BMCC Writing Center
Marcel Hidalgo, Coordinator

Dear Ms. Johnson,

I'm delighted to apply to the career counselor position at IHeartjobs. It's a wonderful match for my skills and career priorities, and as a seasoned resume writer with over 500 resumes in my portfolio, I believe I have much to offer the IHeartjobs team.

In addition to writing resumes, I've taught both career coaches and individual job seekers the benefits and process of resume optimization, helping them secure interviews for themselves and their customers. Known for my client-facing skills, I've hosted over 200 webinars and counting, and I think the skills developed in doing so are a perfect match for a high-volume career counselor.

I'd be excited to bring my deep knowledge of resume optimization to help IHeartjobs clients get more interviews and ultimately land desirable jobs, as is your mission. Please feel free to contact me at joewilliams@gmail.com or by phone at 868-554-0430. Thank you for your time and consideration.

Sincerely,
Joe Williams

The 3 Parts of a Cover Letter

- 1) Announcement of the position you are applying
- 2) Summary of relevant past job duties (Most important)
- 3) Persuasive argument of what you can bring to the position

How to determine relevant skills

- Take a look at job description of the job you are applying
- Pay attention to the verbs (action words) used. Look up these verbs in the dictionary to assure you understand them
- Can you find the description of job(s) you have worked?
- Do the verbs used to describe the job you used to have match the verbs used to describe the job you are applying to? If yes, you have found relevant skills!

Activity

- Find a job advertisement online
- Pay attention to key verbs
- Determine if you have performed these same or similar duties before
- Write down some things you might include in the second paragraph of your cover letter. You can write this in paragraph form or bullet form.

Useful Tool

- O Net Online is a database that provides lists of tasks, activities, and technological skills common for the position.
- Type in a job position, and it will generate key terms that you should use in your resume and cover letter.
- https://www.onetonline.org/#:~:text=O*NET%20OnLine%20has%20detailed,developers%2C%20researchers%2C%20and%20more!

Activity

- Open “O Net Online” on an electronic device
- Type in a desired job position
- Take a look at how O Net Online describes the job
- Take a look at the paragraph you wrote for your cover letter and take 10 minutes to edit it