



## **Write a Winning Cover Letter**

A cover letter is a one-page introduction of you & your resume to a potential employer. It helps employers understand your abilities, interests, professionalism, communication skills and why you are a good match for the job and the organization. An effective cover letter is written with a specific audience in mind, engages the reader, and encourages him/her to invite you for an interview.

Cover letters do more than introduce your resume. A cover letter's importance also includes its ability to:

- Explain your experiences in a story-like format that works with the information provided in your resume
- Allow you to go in-depth about important experiences/skills and relate them to job requirements
- Provide a sample of your written communication skills

The following resources are a compilation of tips and strategies to guide you throughout the writing of your cover letter.

### **A winning cover letter will do these things:**

- Link your skills and experience to the employer's needs
- Engage your reader with your enthusiasm

### **How to Write a Cover letter**

#### ***Research***

Research the organization you are interested in to learn about the skills and experiences necessary for the position.

#### ***Match Skills to Needs***

Match your skills to the organization's needs. Come up with specific examples of occasions you have used these skills successfully.

#### ***Use Formatting Basics***

Use font size no less than 10 point. Be sure to include your contact information and try to address it directly to a named individual when possible. Remember, cover letters should be less than a page.

#### ***Start Writing***

Introduce yourself and clearly state why you are writing the letter. Be sure to tailor the letter to the specific organization. The rest of the letter should support your candidacy.

Explain why you are a good fit for the organization. Cite specific examples of your experiences, skills, and accomplishments related to the position.



Remind reader of your interest and strong candidacy. State your desire for an interview and include your contact information.

1. Introduction: Paragraph 1
2. Middle: Paragraphs 2-3
3. Closing: Paragraph 4

If you require more details, please email us at [consulting@careermaster.com.my](mailto:consulting@careermaster.com.my)