

## **Tips to Write a Cover Letter**

Hello students:

The first tip I may give you on doing a cover letter is that you do not need to write one, unless you are seeking an unsolicited job, where no vacancy has been announced. In other cases, you may write a cover letter when you are asked by the employer himself/herself, or if you think you need to explain something that you cannot do through a resume.

Cover letters may make more sense if you know about the job and its requirements, the employer's name or if you have been personally referred for the job.

Most useless cover letters would be a repetition of the resume with no additional information. An effective cover letter would give insights about the applicant's experiences, skills, knowledge and abilities in a more coherent way in addition to demonstrating writing skills (sometimes essential for the job). A cover letter would also reflect an applicant's greater level of interest in taking time to write to the employer how he can offer himself/herself to be the best candidate for the job.

Again, a good cover letter may not promise final selection, but may distinguish you from others in landing an interview with the employer. Sometimes a resume may not pass the screening procedure as your profile may not match the job requirements well. Cover letters may be helpful in cases where you may not possess enough appropriate skills and you like to convince the employer how and why you can be an ideal candidate for the job.

Please use clear and simple words with correct tenses and spellings. Get your letter checked by someone you trust before you post it/ email to the employer. Microsoft office Word has a spell check and thesaurus.

Wish you all the best!

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