

SOUTH LINDHURST CAPSTONE

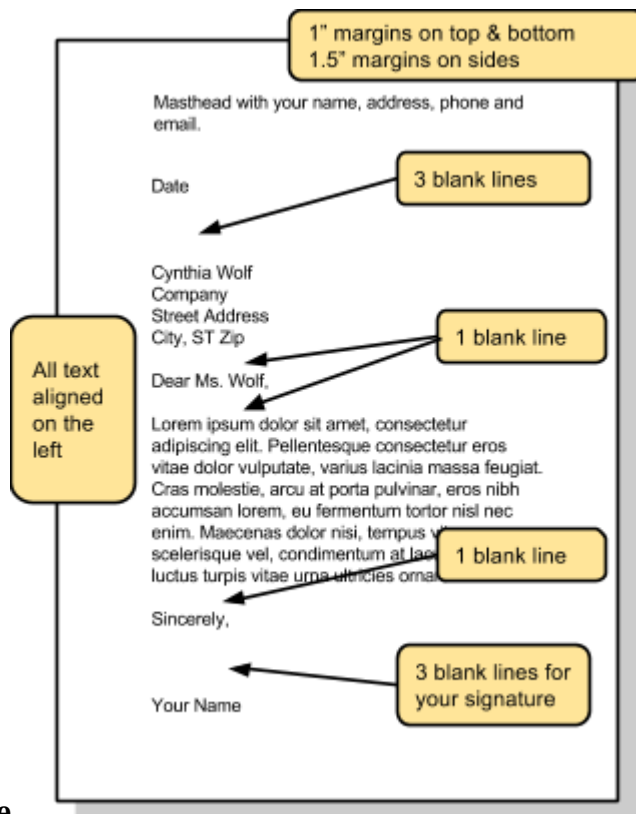
Cover Letter

Overview

A cover letter, job letter, or application letter goes along with a résumé explaining why it's being sent. Here's an [example](#).

What to Include

Keep the letter between one to three paragraphs in length. Let the employer know what position you are applying, what interests you about it, why you would be an ideal candidate, and how you will follow-up. Mention a few of your key strengths as supporting details. Also thank the employer for considering you for the position.



Structure

Format the letter using a block style which is popular for business correspondence. When possible address it to a specific person. To the right is the structure. Here is a [video tutorial](#) with one way to set up the masthead.

Finalize

Have someone read your rough draft and give you feedback on its effectiveness, grammar and spelling. Write the final version and print it. Make sure and hand sign the letter in ink before sending it.