

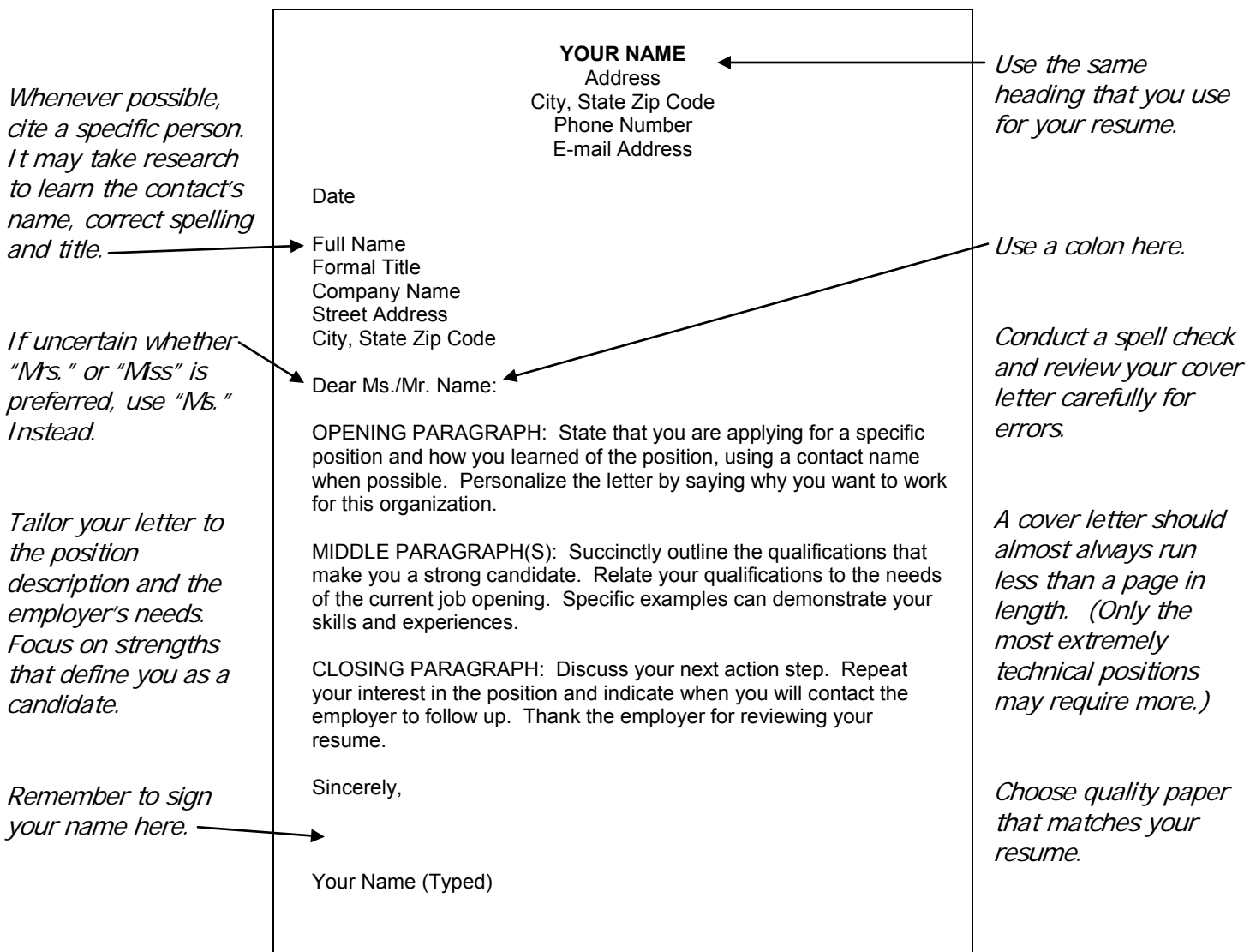
CREATING A COVER LETTER

Are cover letters necessary?

The increasing popularity of e-mailed, Web-based, and faxed resumes have people wondering if cover letters remain a relevant tool in today's job search. Generally, a cover letter should accompany *each* resume. The cover letter allows you to demonstrate your ability to write and offers the first statement of why you should be hired.

What is the best way to email a cover letter?

If an employer requests that you send your cover letter and resume via e-mail, cut and paste both into the body of your e-mail message (N.B., this will eliminate formatting). In addition, attach your cover letter and resume to the email (use either Microsoft Word or Adobe document format). This will ensure that, should your email attachments not be viewable for any reason, the employer can still view your documents in the email body.



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