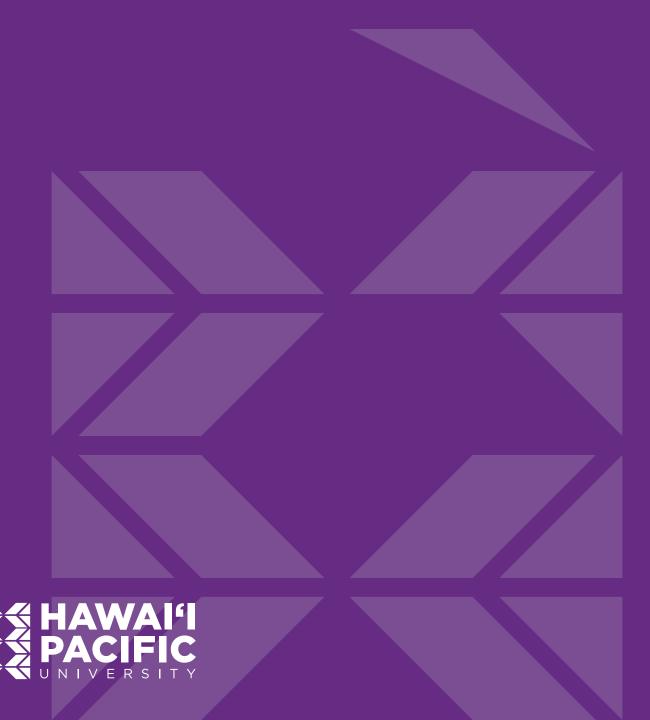
CAREER DEVELOPMENT CENTER TOOLKIT

GUIDE TO COVER LETTER WRITING



GUIDE TO COVER LETTER WRITING

and specific professional memo which will tell the reader why you want to work for their

WHAT IS AN EFFECTIVE COVER LETTER?

GENERAL OUTLINE FOR

SAMPLE:

APPLICATION LETTER SENT IN RESPONSE TO A POSTING

35 South Beretania Street, Apt. #347 Honolulu, HI 96813

March 7, 2017

Ms. Dianne C. StrYnj

SAMPLE:

PROSPECTING LETTER SENT TO A COMPANY THAT MAY HAVE OPENINGS