

CAREER DEVELOPMENT CENTER TOOLKIT

GUIDE TO COVER LETTER WRITING

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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**

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Ms. Dianne C. StrYnj

SAMPLE:

**PROSPECTING LETTER SENT TO A
COMPANY THAT MAY HAVE OPENINGS**