Cover-letter writing is an important skill in career development. A strong cover letter can showcase your unique strengths and personality and can help you to obtain a job interview.

General Notes for Cover-Letter Writing:

- Cover letters should be “no longer than one-to-two pages.”¹
- “The cover letter should not reproduce the information in the CV, publications list, or other documents provided,” … “but it should be used as a vehicle to highlight those things that the candidate believes will make him or her a good match for the position at hand.”¹
- “If the cover letter is to be effective, it must definitely be tailored to the particular institution.”¹

   http://www.sciencemag.org/careers/2014/08/writing-winning-cover-letter

   https://chroniclevitae.com/news/1808%C2%ADthe%C2%ADtiny%C2%ADyet%C2%ADpowerful%C2%ADcover%C2%ADletter?cid=at&utm_source=at&utm_medium=en&elqTrackId=d0a3bc0172a747979ca6b544d3d%E2%80%A6
Address:

“Find out who the hiring manager is and address your cover letter directly to that person.”

Opening Paragraph:

“The opening paragraph should be short but more than one sentence. After you've captured the reader’s attention with the handle, clearly but briefly summarize your most important—and relevant—qualifications.”

Body:

“Include a “tailoring paragraph” that demonstrates your specific interest in the organization, any connections you have to it, and your knowledge of its current projects and priorities.”

“You want to demonstrate how you fit the position but, at most, you’re probably going to have space to zoom in on two, maybe three, aspects of the job.”

“Hone in on the top three things the job posting seems to be looking for. Then make a case for why you're good at — and find value in — those things.”

Closing:

“End your letter decisively. Don’t let it meander to an indefinite or weak close. A decisive close projects an image of you as assertive, confident, and decisive. It never hurts to close by requesting an interview.”

Signature