**The Cover Letter**

***Before You Write, Consider…***

1. **The position you are applying for?**
2. **How did you learn about the job?**
3. **Any contact you may have had with the employer or employees regarding the position.**
4. **Why are you interested in this position?**
5. **Why are you interested in working for this company?**
6. **What products or services does the employer offer?**
7. **List your relevant skills related to the job description**
8. **List the reasons why this company should hire you.**
9. **Express your desire for an interview.**
10. **Express your flexibility for an interview (time and place)**