Most Important Tip: Make sure your final draft is free of errors!!

Use standard cover letter protocol
- Just because it’s an email doesn’t mean you should abandon standard business letter writing!
- Make sure to include a salutation (Dear…) and a standard closing (such as Sincerely or Yours Truly).
- Leave blank lines between paragraphs.
- Avoid using emoticons, abbreviations, wild colors, etc..

What should be included in the E-Cover “Note”?

The first paragraph:
- Explain who you are and why you are writing.
- Identify the employer and position by name.
- Convey how and where you found the job/internship job lead.

The second paragraph:
- Indicate your knowledge of the organization.
- Tell how you background, experience, and skills related to this job.

The third paragraph:
- Thank them for their time and discuss your method and time of follow-up.

Take advantage of key words.
- Use keywords pertinent to the job you are seeking
- Focus on key industry buzzwords and critical skill sets

Don’t waste your subject line!
- Don’t EVER leave the subject line of your email blank!
- If you are applying to a specific position, mention the job title for easy reference
- Use the subject line to entice the reader into your cover letter
Justify your left-hand margins
- Avoid indenting and other formatting devices because formatting is often altered in electronic transmission

Always proofread your email
- Don’t just rely on your email software’s spellchecker.
- Take the time to really proofread it!

Send a test email
- Even if you’re sure your letter is perfect, send it to a friend or another one of your e-mail accounts first.
- Double check for the content and style one more time!

Your email signature should include the following:
- Name
- Phone Number
- Email Address
- Can include your college’s name and your position title if you hold a student government position that is relative to position