

CREATING COVERLETTERS OR EMAIL SUMMARIES

Adding a great cover letter or email summary when attaching your resume is like adding a strong diet to your exercise plan. It helps to boost performance and allows your reader to get intrigued about you before they even look at your resume. Use this chance to align yourself with the specific job you are applying for, as to say “this is WHY you need to hire someone like me for this particular job.”

Technical Summary

This is your opportunity to parallel what the client is looking for with what you are CURRENTLY doing, or HAVE done in the past. This is the real reason why you are applying for this particular position. Do not go beyond 3-4 sentences. Such examples would be:

- Three years of experience developing, installing, etc.... (COMPANY'S TECHNOLOGY)
- Has used (TOOLS REQUIRED BY COMPANY ON JOB ORDER)
- Currently working on a project that will (PARALLEL TO THEIR CURRENT NEED)
- Seasoned manager, currently working on Nortel's latest product release.

Reason Available

Explain in your words why you are making a change, WITHOUT making yourself look like a malcontent who is unhappy with his/her current situation.

- Looking for more growth opportunity.
- Not challenged enough in current role.
- Current company has him/her traveling excessively.
- Wants to move his/her career toward (WHAT CLIENT IS DOING)

Assessment

Your opportunity to sell the intangibles the manager may be looking for, or simply align yourself with the company culture. Use catchy adjectives like: STRONG, ADEPT AT, EXCEPTIONAL ABILITY TO, etc...

- Strong **communication** skills.
- Eager and energetic **team** player.
- Exceptional technical ability.
- Proven success as a developer (OR WHATEVER POSITION THEY ARE LOOKING TO FILL).
- Results-oriented management style.
- Encourages collaboration and personal ownership among team members.