

Career E-minder

UWF Career Services
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An Incredible Cover Letter

Your cover letter is your first impression, and as they say, “first impressions are lasting impressions”. Your cover letter will help you tremendously if you think of it as a tool to help you market yourself in getting that job, rather than an obstacle placed by the employer.

It's very important to stay on track when writing your cover letter.

There are three things that your cover letter must do; one: create a positive first impression, two: serve as a way to introduce who you are, and three: describe and illustrate your professionalism, work ethic, and goals with the organization. Remember that you are one step ahead of everyone else if your letter is easily communicable. Communication skills are a basic requirement these days, and if your cover letter fails to prove that you have these, your interview has already started off on a bad foot.

Your cover letter is composed of three sections; your introduction to explain the purpose of your writing, a further explanation of your qualifications for the job you are seeking and what you can offer, and a conclusion to wrap up any loose ends, actively seek a meeting between yourself and the employer, and to restate your interest in the position.

Remember that if you are cutting material out of your resume for spacial reasons; you don't have to let it go completely. Refer to some of that experience in your cover letter so that you aren't doing double duty in your resume. Also, your resume should not be boring, nor too fancy that it is obnoxious to read. Attain some style, but keep it worthwhile.

An impressive cover letter will start any interview off on the right foot; it's like having a previous conversation to continue once you step inside the door. For further help, check online or come by Career Services to pick up a Career Development Guide!



Job of the Week

Job ID: 4910

Job Title: Staff Assistant

Organization: Institute for Human and Machine Cognition

Job Description: Widely varied duties include administrative support, meeting room preparation and restoration, and courier runs to airport and other local destination. In addition to valid driver's license, qualified candidates have experience with common computer office applications, multi-line phone system, and facsimile equipment.

Log on to JasonQuest to find out more info!

Drop-In Hours Are Still Being Offered!

Career Services is still offering Drop-In Hours for our students who need some quick advice or tips on possibly a resume they are about to hand to an employer, or some one-on-one guidance before an interview.

Drop-In Hours are from 11am -3pm, Monday through Thursday.



IMPORTANT INFO!

- Friday, July 18: Co-Op Info Session
- Monday, July 21: Co-Op Info Session

Water Cooler Joke of the Week

What do clouds wear under their clothes?
Thunderwear.

Thanks to rinworks.com