

Volume 5— Fall 2008, Issue 5 - Week of September 29, 2008

## Cover Letters

A cover letter is your resume's best friend. Many people get frustrated trying to get their resume to one page, or hassle with finding the right font size, and what to BOLD and what to *Italicize*; when it's easier to take a break from your resume and compose your cover letter. A well written cover letter should complement your resume and should help paint a more complete picture of who you are and the employee you could be.

- There is no generic cover letter; write each one specific to the job you are applying for.
- Distinguish yourself by addressing the letter to the interviewer. Call or visit the company to find out.
- Don't feel you have to restate what's in your resume. A cover letter will give you room to talk about your character and personality.
- Show that you've done your research by mentioning what interests you most about the company/job.
- Use the same high-quality paper for your cover letter that you used for your resume.
- Try to keep your letter to one page with about three paragraphs. That will give you plenty of room to express your character and work ethic.
- Remember to always talk about what you can bring to the employer; what stands you out from the rest.



- Some material taken from our Career Development Guide

### Job of the Week

**Job ID:** 4807

**Job Title:** Activities Assistant

**Type:** PT/FT

**Organization:** Encore Senior Village

**Job Description:** Fun and rewarding job working with Alzheimer's residents. You will assist in planning and coordinating activities for daily, monthly, and annual events. Must be outgoing and have a good heart. Some light computer work involved. Need someone with organizational skills. You will help in maintaining quality of life for each resident.

*~Log on to JasonQuest to find out more information!~*

### Spotlight

**::CAREER FAIR::**

**Success starts here!** Freshmen to graduate students, sophomores to alumni are welcome and encouraged to participate in the Fall 2008 Career Fair Series. Dress for these events is business professional and students should have their resume ready. If you have questions, please feel free to contact Career Services at 850-474-2254.



### Announcements

- **Network Night in the Conference Center: September 29, 530pm**
- **Mock Interview Day in the Conference Center: October 8th, ALL DAY [must be registered to participate!!!]**