



SANTA CLARA LAW | *The skills you need for the career you want*

SKELETAL OUTLINE- TIPS FOR WRITING AN ATTENTION-GRABBING COVER LETTER VIDEO

Learning Objective: This skeletal outline is intended to be used while viewing the Tips for Writing an Attention-Grabbing Cover Letter video. It is to guide you in noting what are the most important points to glean from the video and while constructing your draft cover letter.

1 - Purpose of a cover letter:

2 - How to research an organization:

3 - What the employer wants to find out from my cover letter:

4 - Constructing my cover letter:

a. Paragraph 1 - How do I get the employer's attention?:

b. Paragraph 2 - Some examples with evidence of my transferable skills:

c. Paragraph 3 - How do I make this a strong closing?:

5 - How to format my cover letter:

6 - Next steps (3):

7 - How to contact OCM and find cover letter resources: