Cover letter writing is a meticulous process. The letter should be simple but to the point. Prior to writing it, you need to update your resume. The experiences and skills you list there will be essential to writing your letter. You need to research the company for which you want to work and the position for which you are applying. You need to know what your prospective employer wants and what his or her main mission is.

You need to make sure your letter is written in the proper format and is grammatically correct. The sentences should be succinct and there should be no typos. Greetings should be specific and professional.

The document should only have about three or four paragraphs. You begin by telling why you are writing and what specific position you are interested in. Make a catchy introduction to grab your probable employer's attention right from the start. Your credentials can be included in the middle paragraphs, while the conclusion needs to have a positive statement intended to make the employer want to hire you.