

Tip of the Month: Cover Letter Best Practices

Job Search Websites



[Aztec Career Connection](http://career.sdsu.edu) (<http://career.sdsu.edu>)

SDSU Career Services online portal for identifying and pursuing employment opportunities. It lists hundreds of jobs, internships, and on-campus interviewing opportunities. It's an outstanding online resource for career development. You can view events, workshops, information sessions, and much more. Log in now with your RedID.

(Note: Alumni may access ACC with valid alumni fee paid, contact your DOR counselor).

www.caljobs.ca.gov

An internet-based job and résumé listing system, which lists thousands of job openings.

Great for looking for jobs in San Diego and other areas within the state.



A cover letter is your chance to introduce yourself and explain why you believe you are the best candidate for the position. It's a great idea to include a tailored cover letter with all job applications. Here are some tips for writing a cover letter:

- Research the company and hiring manager so you can **tailor** your letter to the employer's needs.
- Cover letters are a reflection of your writing skills, so make each cover letter an example of your best work. **No spelling, grammar, or punctuation mistakes!**
- Be specific - your cover letter should be about 3-4 paragraphs and include why you want this position, and qualifications/qualities you possess that would benefit the company.
- Use bullet points to outline your biggest accomplishments that are applicable to the position.

For more cover letter tips and a few samples check out:

<http://career.sdsu.edu/resources/handouts/CoverLetterGuide.pdf>

If you would like to have your cover letter reviewed, please contact your WorkAbility counselor.

What's Going On In the Community?

SAN DIEGO PADRES 2ND ANNUAL SPORTS & ENTERTAINMENT CAREER FAIR AT PETCO PARK

-Meet with professionals from the Sports and Entertainment Industry, learn about full-time, part-time, and internship employment opportunities, and enjoy a Padres game!

-Tuesday May 1, 2012

-1:00-1:30pm Arrival & Registration

-1:30-4:45pm Career Fair

-4:45-5:15pm Executive Panel

-7:05pm Padres vs. Milwaukee Brewers

-Registration Fee \$25 (includes admission into Career Fair and ticket to Padres vs. Milwaukee Brewers game)

-To purchase tickets, go to:

<http://sandiego.padres.mlb.com/sd/ticketing/careerfair.jsp>

and use the promo code: CAREER

