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](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](http://sandiego.padres.mlb.com/sd/ticketing/careerfair.jsp) and use the promo code: CAREER