

connecting people to

# POSSIBILITIES

OCtech Career Services

**Workshop 02:**

## “Cover Letter Writing and PDF Conversion: A Step-by-Step Guide”



### Objective:

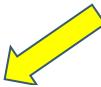
This workshop will focus on how to craft a compelling cover letter that highlights your qualifications and captures the attention of employers. Additionally, it will provide a step-by-step guide on how to convert your documents into PDF format.

## Workshop 02:

# “Cover Letter Writing and PDF Conversion: A Step- by-Step Guide”

A **cover letter** is a short letter you send with your resume when applying for a job. It introduces you to the employer and explains why you are interested in the position.

A good cover letter **highlights** your most relevant skills and experiences to show how you are a strong fit for the job.



[Your Name]  
[Your Address]  
[City, State ZIP Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]

[Hiring Manager's Name or "Hiring Committee"]  
[Company Name]  
[Company Address]  
[City, State ZIP Code]

Dear [Hiring Manager's Name or Hiring Committee],

I am writing to express my interest in the [Job Title] position at [Company Name], as advertised on [Job Board/Company Website]. With a background in [Your Field or Area of Study] and proven experience in [Specific Skill or Industry], I am confident in my ability to contribute effectively to your team.

During my time as a [Previous Job Title] at [Previous Company], I [briefly describe a key responsibility, project, or achievement]. This role helped me develop strong skills in [Mention Relevant Skills], which I believe are well-suited for this opportunity at [Company Name].

What draws me to your organization is [Mention something specific about the company—its mission, values, recent project, or reputation]. I am eager to bring my [Mention a Strength or Character Trait] to support your team's goals and growth.

I have attached my resume for your review. I would welcome the opportunity to further discuss how my experience and enthusiasm can benefit your team. Thank you for your time and consideration.

Sincerely,

[Your Name]

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### A good cover letter should touch on these key points:

- **Introduction:** State the job you’re applying for and briefly explain why you’re interested.
- **Qualifications:** Highlight your most relevant skills, experience, or accomplishments that match the job.
- **Connection to the company:** Show that you’ve researched the company and explain why you’d be a good fit.
- **Enthusiasm:** Express genuine interest in the role and a positive attitude.
- **Closing:** Politely thank the employer and include a call to action, such as requesting an interview.

Dear Hiring Committee,

I am writing to express my interest in the position you have advertised. With a strong background in [Your Field/Skill Area], I am confident in my ability to contribute meaningfully to your team and support your organization’s goals.

In my previous role as [Most Recent Position] at [Most Recent Company], I [briefly describe a key responsibility or achievement—quantify it if possible]. This experience has provided me with a solid foundation in [Relevant Skill or Area] and strengthened my abilities in [Communication/Leadership/Problem-Solving/etc.], which I believe align well with the requirements of this role.

What draws me to this opportunity is your commitment to [mention a company value, project, or goal]. I am excited about the possibility of bringing my [Specific Trait or Strength] to your team and contributing to your continued success.

Please find my resume attached for your review. I would welcome the opportunity to further discuss how my background, skills, and enthusiasm can be an asset to your organization. Thank you for considering my application.

Sincerely,

[Your Name]

# “Cover Letter Writing and PDF Conversion: A Step-by-Step Guide”

When writing your **cover letter**, it is essential to use a clean, professional, and easy-to-read font. Maintaining the same font and formatting across both your resume and cover letter demonstrates attention to detail, presents a consistent and polished appearance, and reinforces your professional image.

## Recommended Professional Fonts:

- **Calibri** – Modern, readable, and widely used
- **Arial** – Simple and clean
- **Times New Roman** – Classic and formal
- **Cambria** – Professional and highly readable
- **Garamond** – Elegant serif option
- **Helvetica** – Sleek and clean (ideal for PDFs or design-forward formats)

## Cover Letter Formatting Guidelines:

- **Font size:** 11 or 12 pt
- **Color:** Black
- **Margins:** 1 inch on all sides
- **Spacing:** Single-spaced within paragraphs; double-spaced between paragraphs

**Alignment:** Left-aligned (not justified)

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Reminder:

**Your cover letter is your chance to give your employers a glimpse of your personality, life experiences, and future goals. To succeed, you should:**

- Show how you are different from other applicants
- Show a match between you and the organization you are applying to join
- Show that you can think and write clearly

The purpose of your cover letter is to make your reader interested enough to read your résumé.

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### Preparing to Write (Research Phase):

During your research, find out the name, title, and department of the person you are writing to. The more you can learn about the organization, the better you'll be able to capture the reader's attention and convey your desire to join the organization.

Always try to avoid phrases such as “To whom it may concern” and “Dear Sir.” Try to avoid using gender-biased phrases. Try to find out the name of the person to whom you will direct your letter and use the person’s last name followed by “Dear.”

If NOT possible, at least find out the job title of the person who will be reviewing your letter and résumé or the department to which it will be directed.

**Ex.**

You can say, “Dear Committee Members,” “Dear Sales Manager,” or “Dear Head of Advertising.”

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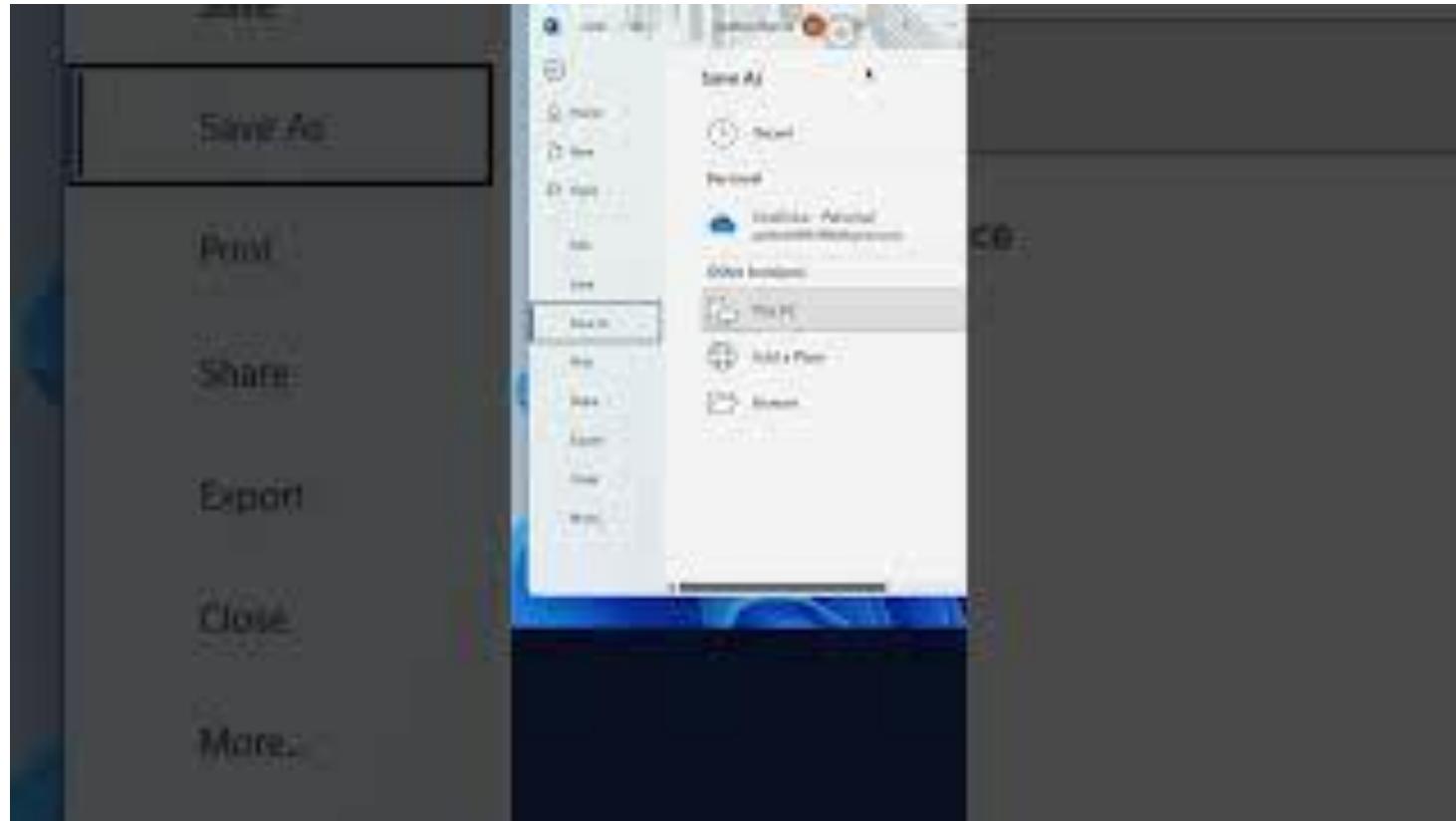
### PDF Format -

A PDF file is a type of file that keeps the layout, text, and design of a document the same on any device or computer. It's often used for resumes, cover letters, forms, and official documents because it looks professional and can't be easily edited.

PDF stands for **Portable Document Format**.

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### Workshop Credit:

**To receive your certificate, you must complete the Career Services workshop assessment and score at least 70%.**

<https://forms.office.com/r/6vKQL8iZUQ>

If you need further assistance, please feel free to contact me using the information below.

Thank you!



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