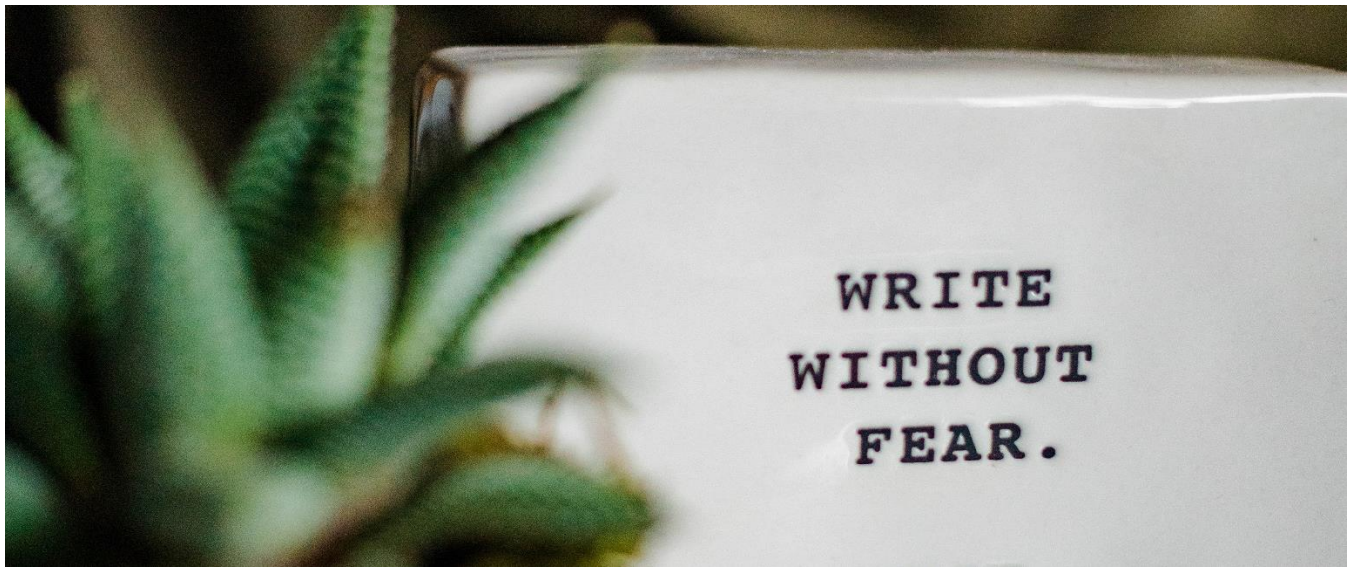


# GEER UP NEWSLETTER



ISSUE NO 6 | APRIL 2022 | VOLUME 1

UPLIFTING PROFESSIONALS



## THE COVER LETTER ISSUE

### Table of Contents:

01	Welcome, This Is Your Newsletter	04	Success Story & More Certs!
02	Cover Letter	05	Certification Study Groups Forming
03	Resources for Your Cover Letter	06	Career Fairs & Job Opportunities

Things To Know About GEER – New Workshop Series Now Available! Details on page 5

### 01 ---- WELCOME! ----

GEER UP stands for **G**overner’s **E**mergency **E**ducation **R**elief, **U**plifting **P**rofessionals.  
Stay up to date with taking a class/classes, earning your certification or license, and making your next career move.

### EARN YOUR CERTIFICATION OR LICENSE TODAY!

- Our Goal is for you to get **certified/licensed** to support your career search
- We have resources to support you earning your Certification or License
- 





*Please note: That while the GEER program has ended, much of the information in this newsletter is helpful to anyone who wishes to get a job.*

## **02 ---- To Write a Cover Letter, Or Not to Write a Cover Letter, That is the Question ----**

Written by Sean Wright

When it comes to career search, the resume seems to get all of the attention, but a well written cover letter can make the difference between getting the interview or not. If you haven't already spent time on your cover letter strategy, then what are you waiting for?

When do you write a cover letter, and when do you not write a cover letter? A simple general rule is that you always write a cover letter when they ask for one. In the private (non-government) sector, you always have the option to add a cover letter, whether or not one is requested. In the public (federal government sector) you only write a cover letter when it is requested, definitely do not write one if it is not requested for government positions. Below I explain the key elements that your cover letter should have to help you get off to a strong start.

If you are including a cover letter when submitting your resume for a desired job opening you will want to make sure is well written, proofread, and error free. A poorly written or very generic cover letter can do more damage than not having a cover letter at all. First, you need to read the job posting carefully, then do some quick additional research on the company and position. Look for something you connect with in their mission, vision and values, or where you can highlight professional achievement, recognition, or awards ([Resume Genius, 2022](#)). Use this information to write a more unique, interesting, and tailored cover letter that will make the recruiter for the company want to learn more about you.

The letter needs to start with your contact information in the same format as your resume, below that you add the date you're submitting it, the employers name and contact information. That is followed by addressing your letter to the hiring manager / recruiter by name, if you are able to find it. Ideally the greeting will NOT start of with, "To Whom It May Concern," but rather be addressed to a specific person. A quick search on LinkedIn can reveal the hiring manager or HR person's name. If you can't find it, then you could say, "Dear Hiring Manager."

The first paragraph of your cover letter will identify the position and the company for which you are applying along with conveying passion or excitement for the opportunity. The second paragraph will describe why you are qualified for the position and give an example of accomplishment or contribution that relates to the job. The third paragraph will describe why the company is a fit for you and how you see your professional goals and the goals of the company aligning. The fourth and final paragraph will include a call to action, letting them know you are available to interview and may restate your passion and excitement. Close your letter with a professional sign off such as, “Best Regards,” or “Sincerely.”

Some additional details...

A three to four paragraph letter is appropriate, and it needs to be kept to a single page. Aside from the general theme of each paragraph you should focus on giving the reader a better picture of who you are as a professional and capable candidate. Do not simply restate things on your resume, add additional relevant information that points to your qualifications and accomplishment and you being a great fit for the job and the company. Just like with resume, consistency is important. Use the same font style and size as your resume, along with consistent formatting throughout the letter.

You may see some variation in the advice you find on cover letters, but the more you read the more you will discover common themes that inform your overall perception of what’s most important in a cover letter.

For additional details and guidance on your cover letter check out the articles in section 3 below.

### **03 ---- RESOURCES FOR A STRONG COVER LETTER ----**

Cover Letter Advice <https://www.themuse.com/advice/the-cover-letters-that-make-hiring-managers-smile-then-call-you>

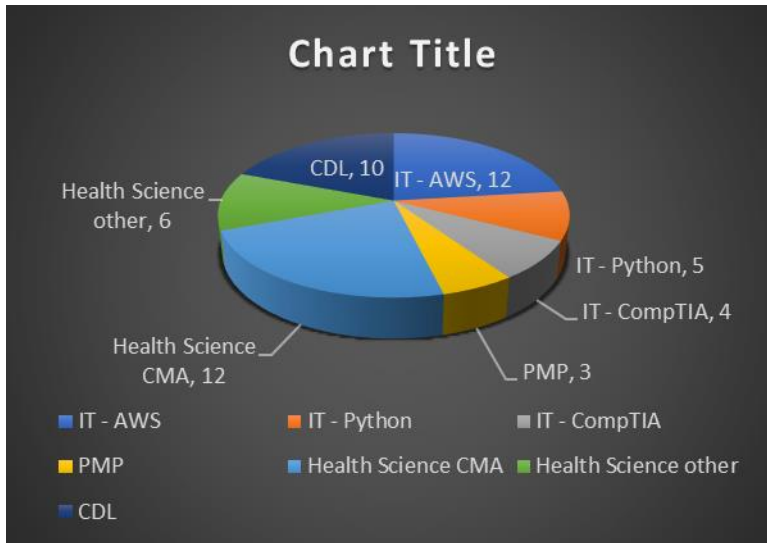
14 Cover Letter Templates <https://blog.hubspot.com/marketing/how-to-write-cover-letter-template>

How To Write a Cover Letter For a Job in 2022 <https://resumegenius.com/blog/cover-letter-help/how-to-write-a-cover-letter>

30 Cover Letter opener examples to make you think more creatively about writing your cover letter <https://www.themuse.com/advice/how-to-start-a-cover-letter-opening-lines-examples>

Types of Cover Letters with Samples, because who doesn’t want a sample?  
<https://www.themuse.com/advice/cover-letter-examples-every-type-job-seeker#whybother>

**04 ---- SUCCESSES – CERTIFICATIONS ----**



**52** Credentials earned to date!

**22** in Information Technology,

**18** in Health Sciences

(**12** are Clinical Medical Assistant)

**10** CDL A & B

**3** in Project Management.

Share your success with us! Let us know you've earned your credential!

Email [geer@montgomerycollege.edu](mailto:geer@montgomerycollege.edu)

Certifications Reported by GEER Students this Month!

- 9 CDL A Licenses
- 1 CDL B License
- 2 AWS Cloud Practitioner



o Find your Job Center Here: <https://www.dllr.state.md.us/county/>  
Click on your county for more info!

o Calendar of Workshops & Hiring Events - Montgomery County Residents receive priority –Requires registration <https://worksourcemontrgomery.com/calendar>