



# Cover Letters

**Do you know what to include in your Cover Letters?**

**Do you know if you need to send one with a resume?**

**How much information should you include?**

**Should they be unique to each job posting?**

If you are asking these questions and need answers ...

**Please join us for a Cover Letter Seminar:**

Wednesday, March 22<sup>nd</sup> from 10 a.m. until 12 p.m.

At TulsaWORKS Career Academy –  
Employment Essentials classroom

2800 Southwest Blvd., Tulsa, OK 74107

Please call to reserve your spot: (918) 581-1256