



# Cover Letter Guide

Center for Academic Career and Experiential Advising (A  
The American University of Paris  
3rd floor The Learning Commons 6 rue du Colonel Lombes  
75007 Paris France

The ACE Center recommends following this three-part strategy:

**The Sell: How are you qualified?**

*For example:*

**DON'T SAY:**

**DO SAY:**

## **SITUATION OR TASK**

W a



