UNIVERSITY OF SAINT JOSEPH
CONNECTICUT

Career Development Center 1678 Asylum Avenue West Hartford, Connecticut 860.231.5231 careercenter@usj.edu

# The Cover Letter Guide

Your cover letter, just like your resume is a reflection of you. This is your personal marketing material. Just like companies have brochures to entice you to buy their products, your cover letter is a brochure advertising *YOU*! Cover letters should be concise, professional, and convey an air of enthusiasm; representing your true self as you will be in an interview and subsequently in the job you are hoping for!

## The cover letter should look professional:

- Individually typed on good quality paper, the same paper you will use for your resume
- Neat and centered, in standard business format
- Addressed to a particular person whenever possible
- No spelling, grammatical or typing errors!

## A simple way to devise a cover letter is to break it down into paragraphs:

## The FIRST PARAGRAPH should explain <u>why you are writing to THEM:</u>

- State the position for which you are applying
- Refer to the person who suggested this company or contact
- Refer to the opening and where you saw it advertised
- Show specific interest in this employer
- Answer the question "Why do I want to work for this company?"

## The SECOND PARAGRAPH should state <u>YOUR interests, skills, education and experience:</u>

- Highlight your skills, education and experience as related to the employer's needs without entirely reiterating what is on your resume
- Address all of the qualifications as requested in the job posting
- Emphasize your strongest traits
- Include reasons why the employer would be interested in you
- Expand on a particularly relevant point in the resume

## The THIRD PARAGRAPH should <u>provide a closing statement:</u>

- Request an interview to further discuss qualifications
- Clearly state when and where you can be reached (include phone #!!)
- Suggest you will call for an appointment - to show you are actively involved in your job search
- Thank the employer for their time and consideration

# Cover Letter Samples:

16 Summer Road
West Hartford, CT 06117

August 22, 2015

Mr. David F. Clark
Alero Norton Corporation
145 Windmeadow Drive
Franklin, CT 06118

RE: Your ad for a Customer Representative Hartford Courant, 08/20/15

Dear Mr. Clark;

As a Saint Joseph College graduate as of May 2015, I am answering your ad because I believe I can offer your firm an unusual mix of abilities, talents, and enthusiasm.

For example:

• My double major (Business Management/English Literature) demonstrates my willingness to assume more than the typical level of responsibility and to achieve in a challenging environment.

• Through my coursework, I acquired in-depth computer proficiency and a profound belief in the importance of effective communication in today's growing entrepreneurial endeavor.

• To finance my education, I planned, launched, and operated a highly successful catering business. I gained hands-on experience in properly managing revenues, time, and employees.

As you can see, I am goal-oriented, driven, and not afraid of hard work qualifications vital to anyone who will be a productive staff member for your firm. As I would like to be.

I look forward to hearing from you so that we may schedule an interview.

Sincerely,

Valerie Wilson
860-231-5551

Harmony Acres Farm
East Granby, CT 06026
Tel. (860) 658-5865

March 13, 2015

Ms. Casey Davidson
Director, Otter Nature Preserve
145 Salmon Brook Road
East Haven, Massachusetts 05123

Dear Ms. Davidson,

I am applying for a position which I saw posted during a recent visit to the Otter Nature Preserve. I am excited about the potential opportunity to assist you in preparing wildlife exhibits and presenting conservation programs.

The enclosed resume lists some of my relevant skills and my academic preparation. However, I have some ideas that I would like to discuss with you personally. After several visits to Otter Preserve, I made some initial drawings for the northwest corner of the preserve which I will bring with me.

My class schedule is such that I could meet with you any Tuesday or Friday afternoon. Please feel free to call me at (860) 000-0000, if you have any questions. I appreciate your consideration of this request.

Sincerely yours,

Lorraine Bristol

1678 Asylum Avenue
West Hartford, CT 06117

February 21, 2015

Mr. U. R. Stylish
Manager, Organizational Development
High Fashion Stores, Inc.
Chicago, Illinois 60606

Dear Mr. Stylish:

I received your name from the Career Development Center at Saint Joseph College where I am completing a Bachelor's degree in English. Steve Seaward encouraged me to write to you about being considered for your executive development program beginning in June.

I believe that I have many of the qualifications which you outlined in the information I saw in the Career Development Center. I have had leadership experience on campus and have worked as a sales associate for specialty shops over the past several years. My enthusiasm and interest have led me to learn many aspects of retail operations, as the enclosed resume shows. Written and oral communication skills are among my strongest assets, with a major in English and a concentration in communications. I have taken two courses in business (accounting and marketing management) as electives. I expect to graduate in the top 15 percent of my class.

I would like to meet with you. My plans call for a trip to Chicago later next month. Would it be possible for us to meet on March 15 or 16? I will call your office next Tuesday to set up a specific appointment time. Please feel free to call me if that date is inconvenient. I appreciate your consideration.

Sincerely,

Betty Lou Graduate
(860) 236-9999

Enclosure

2589 Jason Drive
Ithaca, New York 14850

April 3, 2015

Sharon A. Waters
Personnel Director
New York State Police Department
892 South Park
Albany, New York 11081

Dear Ms. Waters:

I enclose my resume in response to your November 1 listing in the Saint Joseph College Career Development Center for a research and data analyst position within your department.

The position interests me for several reasons. My coursework in research and statistics and my internship in law enforcement have provided me with the skills and education to succeed in this position. On May 15 I will receive my B.S. degree in Sociology, with specialties in research and data analysis. I am familiar with the New York State Police operations based upon my work in your Albany office this past summer and upon my research on apprehension rates.

The position you outline is one which I feel I can enhance with my technical background as well as my active leadership roles which involve extensive planning, organizing, and communicating. I am a responsible person who is concerned with performance and accountability.

I would appreciate an opportunity to discuss with you how I might best meet your needs. I will call your office next week to inquire about an interview.

Thank you for your consideration.

Sincerely yours,

Cheryl Ayers
860.526.8889

2237 South Olby Road
Sacramento, California 67342

July 17, 2015

David Myers
Vice President
Fulton Engineering Corporation
1254 Madison Street
Sacramento, California 67340

Dear Mr. Myers:

Mr. John Bird, the Director of Data Systems at Ottings Engineering Company, informed me that you are looking for someone to direct your new management information system.

I enclose my resume for your consideration. During the past 10 years I have developed and supervised a variety of systems. I have worked at both the operational and managerial levels and know how to develop systems appropriate for different types of organizations.

I would appreciate an opportunity to visit with you and examine your operations. Perhaps I could provide you with a needs assessment prior to an interview. I will call you next week to make arrangements for a visit.

Thank you for your consideration.

Sincerely yours,

Gary S. Platt

860.526.8889

# THANK YOU LETTERS
# POST-INTERVIEW

Street and Number
City, State, Zip code

Today's Date

Name and Title of Interviewer
Title of Interview if more than two words
Company Name
Street and Number
City, State, Zip code

Dear _____,

Thank the interviewer for the time and courtesy extended to you.

Let the interviewer know you were impressed with some aspect of the company or the interview (if you were), and that you are still interested in the position. You may remind the interviewer of the special qualifications you have for the position.

You may provide additional data requested by the interviewer or any information you may have overlooked in the interview (if not too trivial). You look forward to hearing from him or her.

Yours truly,

Your typed name

**Post-Interview Thank You**

1947 Grace Avenue
Springfield, Massachusetts 01281

November 17, 2015

James R. Quinn, Director
Personnel Department
Davis Enterprises
2290 Cambridge Street
Boston, Massachusetts 01181

Dear Mr. Quinn:

Thank you for the opportunity to interview yesterday for the Sales Trainee position. I enjoyed meeting you and learning more about Davis Enterprises. You have a fine staff and a sophisticated approach to marketing.

Your organization appears to be growing in a direction which parallels my interests and career goals. The interview with you and your staff confirmed my initial positive impressions of Davis Enterprises, and I want to reiterate my strong interest in working for you. My prior experience in operating office equipment plus my training in communication would enable me to progress steadily through your training program and become a productive member of your sales team.

Again, thank you for your consideration. If you need any additional information from me, please feel free to call.

Yours truly,

Gail S. Tooper

## THANK YOU LETTERS

**After Informational Interview**

921 West Fifth Street
Denver, Colorado 72105

July 18, 2015

James R. Taylor
Assistant Manager
Associated Financial Advisors
241 Skyline Road
Denver, Colorado 72108

Dear Mr. Taylor:

Joan Karvin was right when she said you would be most helpful in advising me on a career in finance.

I appreciated you taking time from your busy schedule to meet with me. Your advice was most helpful and I have incorporated your suggestions into my resume. I will send you a copy next week.

Again, thanks so much for your assistance. As you suggested, I will contact Mr. David James next week in regards to a possible opening with his company.

Sincerely yours,

John Perkins