

## Cover Letters

### Purpose:

The essential purpose of a cover letter is to introduce and generate interest in reading your resume by showing how your background is a match to the job and how you are a fit for the company you are targeting. The name “cover letter” came from the idea that it is a covering or jacket that goes over your resume. Like an effective book cover or book jacket, it advertises that there is something worth reading inside! Every time you send your resume in response to a job or internship opportunity, you must pair it with a tailored cover letter to that employer.

### Where to Start:

At the Graduate Career Center, we recognize that writing a unique cover letter for each response to a job posting can be challenging, especially if English is not your native language. Because we believe cover letters are of critical importance to landing an interview, we strongly recommend that you follow these 3 steps:

### **Step 1.**

Watch the **Cover Letter Webinar** (Link to .ppt)

[http://video.wpcarey.asu.edu/relay/dcoben/GCC\\_COVER\\_LETTER\\_ORIENTATION\\_WEBINAR - 20140731\\_105528\\_14.html?\\_ga=1.174329890.1299186303.1416009812](http://video.wpcarey.asu.edu/relay/dcoben/GCC_COVER_LETTER_ORIENTATION_WEBINAR_-_20140731_105528_14.html?_ga=1.174329890.1299186303.1416009812)

### **Step 2.**

Create the necessary component parts for your cover letter by filling out the **Cover Letter Worksheet** (Link to .pdf) and

### **Step 3.**

Meet with one of our career coaches to assemble and polish your finished cover letter. You can schedule an appointment on **WPC Connect** (Link to WPCCC) where the schedules and availability of our career coaches are posted.

### Additional Resources:

The following *samples* are provided to show what a good finished cover letter may look like. They are not “templates,” however, and cannot substitute for creating your own original content.

**Sample Cover Letter 1** (FT job)

**Sample Cover Letter 2** (Internship)

**Sample Cover Letter 3** (Internal Posting)

**Cover Letter Worksheet**

How did you find out about this job opportunity?

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Why are you excited about this position?

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Why are you excited about this employer?

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What responsibilities of this position are a strong match for your skills and knowledge?

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Which of your traits and goals are a good fit for this employer's culture, vision and values?

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What specific accomplishments and experiences at work and school prove that you have the skills and knowledge to be successful and contribute in this job?

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**COVER LETTER SAMPLE 1: APPLYING TO A POSITION****Candace Hilligloss**[www.linkedin.com/pub/candace-hilligloss/a1/62b/c023/](http://www.linkedin.com/pub/candace-hilligloss/a1/62b/c023/)

1243 Mill Avenue, Tempe, AZ 85287

(480) 987-6543

candace.hilligloss@asu.edu

(Date)

Mr./Ms. First Name Last Name

Company

Street Address

City, State, Zip

Dear Mr./Ms. Last Name:

Please accept my application for the Accelerated Leadership Program at Global Technologies. Global is my first choice employer because I admire its commitment to diversity, environmental sustainability and continued excellence in technology innovation. My experience and education meet the requirements of the program and have provided me the skills and knowledge to succeed in this endeavor. Additionally, I am confident my emotional intelligence, cross-cultural skills and strong communications skills will make me an excellent fit for Global's dynamic, international, team-oriented environment.

As my attached resume details, my background includes:

- Supervising a new business unit as it absorbed processes from multiple other units.
- Launching a new data intensive unit with only five weeks to learn existing processes, transform procedures, coordinate transfer of duties, set up offices, and hire and train staff.
- Using problem-solving skills to identify and implement process improvements.
- Fostering collaboration by leading cross-functional and cross-facility teams.
- Driving complex analysis and strategic synthesis using advanced computer skills
- Experience designing and creating databases

I would appreciate the opportunity to interview with you and explore how my capabilities and experience would enable me to contribute to Global's goals.

Sincerely,



Candace Hilligloss

W. P. Carey MBA, Class of 20\_\_

**contact**graduate career center  
wpcareygcc@asu.edu  
wpcarey.asu.edu**ASU** W. P. CAREY  
SCHOOL of BUSINESS  
ARIZONA STATE UNIVERSITY

**COVER LETTER SAMPLE 2: APPLYING FOR AN INTERNSHIP****Rama Patel**

500 E. University Dr, # A476, Tempe, AZ 85281 480-987-4921

rpatel@asu.edu

(Date)

Ms. Clara Bow  
Chief of Staff, Analytics & Business Intelligence  
Big Box Mart (BBM)  
1 BBM Way  
Steerhorn, TX 78682

Dear Ms. Bow,

After speaking with you at the W. P. Carey School of Business Company Networking Night and reviewing the description of your summer internship, I am confident that my past experiences coupled with my supply chain management curriculum would allow me to add value to your organization. I am excited about the idea of working for BBM because of its proven commitment to developing global SCM leaders.

My experience in procurement, as well as my proven ability to build strategic relationships within cross-functional teams, aligns well with the requirements of the position. As my attached resume details, my last job required me to undertake challenging responsibilities regularly, and this allowed me to learn numerous aspects of business as well as influence strategy. Over the course of my three years at Firestone, I successfully executed a variety of initiatives that improved client service and satisfaction scores for the world's leading manufacturer of commercial aircraft. Much of my success centered on my ability to leverage my technical expertise and SCM principles to improve processes and advise management on ways to improve efficiency.

I am a motivated self-starter and eager to engage the variety of challenging responsibilities this internship offers. I would appreciate the opportunity to speak with you again to discuss how my background would enable me to contribute to BBM's goals while learning from an industry leader.

Thanks in advance for your consideration.

Sincerely,



Rama Patel  
W. P. Carey MBA, Class of 20\_\_\_\_

**COVER LETTER SAMPLE 3: INTERNAL CANDIDATE SEEKING PROMOTION**

(Date)

Vince Furnier, Human Resources  
Integrated Semiconductor Corporation (ISC)  
987 East Horseshoe Drive  
Chandler, AZ 85248

Dear Vince,

Hank Harvey, my supervisor at ICS, has recommended that I apply for the Sales and Marketing Controller position because the combination of my controllership experience, proven ability to interact effectively with executives and personable manner would enable me to make a larger contribution to the firm in this senior role. As my attached resume details, my qualifications to succeed in this role include the following accomplishments:

**Process improvement and detailed analysis.**

Overhauled the official corporate analytics “Fast Facts” package used for 10-Q and 10-K reporting, earnings calls, and investment analyst Q&A sessions by the CEO and CFO to be more flexible, allowing the incorporation of new acquisitions as well as reducing the time required to prepare and increasing accuracy.

**Broad Accounting and Finance experience.**

Developed manual calculations for inventory reserves, including controls to ensure SAB 100 and other accounting rules were properly applied. Provided accounting, analysis, and Excel consulting for accounting management during Japanese carve-out acquisition to ensure correct US GAAP reporting.

**Leadership experience and management potential.**

Lead several project teams in implementation of new systems or processes. Contribute as the fundraising committee chair for the ICS yearly golf tournament. Obtaining an MBA with an emphasis in Leadership from Arizona State University.

**Internal knowledge and experience.**

Trained several hundred ICS employees on systems, including the Corporate Cost Model for new product development, Oracle Hyperion reporting, Oracle EBS, and Excel/Data cubes.

I would appreciate the opportunity to speak with you about this position. Thank you for your consideration.

Sincerely,



George Romero  
Financial Analyst  
480-234-5678  
[George.Romero@isc.com](mailto:George.Romero@isc.com)