

COVER LETTER RESOURCE PACKET

CAS CAREER SERVICES



CAREER SERVICES
College of Arts and Sciences

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COVER LETTER GENERAL RULES

- **The purpose of a cover letter:** Tells why you want to work for the company, provides additional information on your skills and experience that are RELEVANT to the position and explains why you are the best candidate
- **Match the paper and font style to your resume.**
- **Use the same header from your resume.** This will make it easier to identify you in case your documents become separated. It also provides you a chance to give the employer your name and contact information multiple times.
- **Do your research.** Address the letter to a specific person for a more personal feel. In the event you cannot identify a contact, you can address the letter to a general position. For example: "Human Resources Coordinator," "Hiring Manager," or "Search Chair Committee."
- **Left align the entire letter.**
- **Close the letter with a strong, professional statement** or shared professional value. Examples include; "Sincerely," "Best," or "Respectfully"
- **It is not critical for every line to be utilized.** While a half-page is too brief, there may be some blank space at the bottom of the page.

DO THIS

- Create a one page unique letter for each opportunity.
- Write from the reader's point of view. Minimize the use of starting every sentence with "I".
- Research! Utilize the job description and named qualifications when speaking to your abilities.
- Highlight skills and experiences relevant to the position, using specific examples.
- Mention transferrable skills from unrelated experiences or academics.
- Convey interest and enthusiasm for the position and the company.
- Thank the reader for their time and follow up after applying with a phone call or email.

DON'T DO THIS

- Create a generic letter to apply for all opportunities.
- Speak in generalities that do not show why your skills and experiences are a great fit.
- List skills without sharing where you learned them or used them.
- Overlook critical information. Do not send the wrong letter!
- Rush the letter and make spelling or grammatical mistakes.

OUTLINING A GREAT COVER LETTER



SECTION 1: THE POSITION & WHY YOU WANT IT

Company Name and Position _____
Where you heard about it _____

1-2 Factors that MOST Attracted you to the Company/Position

1. _____
2. _____

Purpose Statement (i.e. "Because of ____ I am applying for the position of ____")

SECTION 2: DESCRIBE YOUR VALUE

Identify 2-3 Skills/Abilities/Experiences that will be valuable to the employer.
Be sure to list an example where you demonstrated that value.

1. Value _____

a. Example _____

2. Value _____

a. Example _____

3. Value _____

a. Example _____

SECTION 3: CLOSE & STATE YOUR INTENTIONS

Be sure your final section thanks the reader for their time, invites the employer to follow up, and restates your intentions (to get an interview) and excitement.

Your Name

This should be identical to the header on your resume

Month 00, 0000

Name of Hiring Manager, if known

Title

Company

Street Address

City, State Zip Code

Dear Mr./Ms. Name/Hiring Committee/____ Team,

The first paragraph is your introduction. The focus of the first paragraph needs to be the company and your interest in them. Name the position for which you are applying and indicate how you learned of the opening. It is important that you state what you know about the organization and why you are interested in the organization. Research information about the employer and thoroughly review their website for information. Include a brief statement matching your qualifications to the position requirements and let them know that you want to be a vital part of the organization's future success. Conclude with a formal statement of application.

The body of your letter should be one or two paragraphs in length. The focus of the body is the position itself and your ability to meet their needs. Tailor your letter to the specific needs of the employer and the requirements of the position. Let the employer know that you understand the position requirements and how you will be able to fulfill those requirements. Highlight what you can do for the company and how your skills and experience will benefit their organization. Do not repeat all the information on your resume. Instead, describe the reasons why you would be an excellent choice for the position. Tailor your remarks to the employer's point of view, and, if possible, give concise evidence of your functional skills and of the qualities you possess. Let them know that you already see yourself doing the job!

Minimize the use of the word "I." Keep the letter focus on the employer, the job, and your ability to do the job. The employer wants to know that you are interested in a career with their company, not just a job. The letter should be unique for each employer/position. Write with clarity and brevity. Use action verbs to write succinctly and clearly. Make sure to use the same letterhead from your resume on the top of your cover letter and your reference page.

The final paragraph is your closing. It needs to be simple. Let the reader know that you would like to interview for the position and that they can feel free to contact you at their convenience. Thank the reader for taking time to read your letter and for thoughtful consideration of your application.

Sincerely,

(Space for your signature if mailing or handing to employer personally)

Your name (this should appear the same as your name in the header section)

Pistol Pete

(123) 456-7890
pistol.pete@okstate.edu
LinkedIn: in/pistol_pete

August 1st, 2021

Edward Employer, PhD
Director of Recruitment
Cowboy Company
123 Avenue, St.
Stillwater, OK 12345

Dear Dr. Employer,

As a full time graduate student and a Graduate Teaching Assistant, I am currently pursuing my Master's in Telecommunication Management at Oklahoma State University. I will graduate in May of 2020. I understand that Cowboy Company is looking for a Senior Systems Engineer at your New Zealand location, and I am writing to you with regard to this position.

As a potential candidate, I offer more than three years of industry experience in administration of client-facing and internal production of the Windows system and supporting infrastructure, maintaining internal systems related to client server provisioning, monitoring, security, backup, disaster recovery, virtualization, and authentication. I have worked with organizations with global outreaches in the IT industry as part of Service Delivery, Technical Issue Analysis, Knowledge Transfer and Customer Support. Additionally, I have first-hand experience from my internship at a prominent technology company of providing emergency response as needed to correct system failures and support 24/7 operations, providing systems design guidance to both customers and internal teams, and leading and executing both client and internal projects. I pride myself as being an amiable person, with effective organizational and time-management skills. This enables me to work with both customers and colleagues with the same degree of sophistication.

The experience I have gained along with my current skill-set will contribute positively to Cowboy Company's mission to provide peace of mind to enterprise and web-centric organizations by building and managing infrastructure that support their security, compliance and business requirements.

I would be happy to discuss my potential in this role with you! Please feel free to contact me at your earliest convenience.

Thank you for your time and consideration,

Pistol Pete

Sally Student

(123) 456-7890
sally.student@okstate.edu

360 Student Union
Stillwater, OK 74078

August 1st, 2021

Big Company, Inc.
999 Major Highway
Dallas, TX 75001

Dear Big Company Team,

After having learned of your Systems Analyst position through Oklahoma State University career fair, I looked further into the job posting you had on your web site. Big Company's work and reputation in the Dallas market is impressive. You are a leader in the industry, developing new applications to address requirements of tomorrow's financial institutions. My background, skills, and goals are a perfect match for those outlined in the position announcement. I am certain I would be a valuable asset to furthering your success in Texas. As such, please accept my application for the position of Systems Analyst in your Dallas office.

You are looking for someone with strong computer skills, as well as an understanding of finance. With a bachelor's degree in Management Information Systems and a minor in Finance, I am confident that my skills are a match to the skills you desire. My first internship provided valuable exposure to financial systems used in a savings and loan company. In the second internship with a large commercial bank, I was responsible for writing programs for financial analysis and for troubleshooting network problems. In a short time, I was even asked to train six new employees on the organization's hardware and software systems.

During my time as an undergraduate, I worked part-time while maintaining a 3.5 GPA. It is this work ethic and dedication I hope to bring to your organization. Along with my academic achievements, I was the President of the Multicultural Student Association in which my role was to organize and lead meetings for a membership of 50+ students.

I am very interested in your Systems Analyst position, and would like to visit with you further about my qualifications and to learn more about the position. Please feel free to contact me at your convenience if you have any questions or would like to schedule an interview. Thank you for your consideration of my application.

Sincerely,



Sally Student