
Cover Letters

General Tips

- Your cover letter is a brief letter to inform the potential employer of how your strengths match the position, demonstrate your knowledge of the company and the job, and describe how you intend to follow-up.
- Keep your cover letter concise, simple, and direct.
- Vary your sentence structure and/or rearrange your words to avoid starting every sentence with “I.”
- The cover letter must be employer-focused, not job searcher-focused. This means you focus the letter on how you can meet *their* needs, not your own.
- Address by name and title the individual with the power to hire you, if possible. Use Mr. or Ms., not Miss or Mrs.
- Modify and tailor your letter for each position - carefully read each job description before composing the letter.
- Always proofread your cover letter for grammatical and spelling errors and content information.
- Submitting your resume via e-mail: Insert the cover letter into the body of the e-mail and attach to e-mail as a separate document. Don't forget to also attach your resume.
- Submitting your resume via mail: Place your cover letter on top of your resume, and don't forget to sign the letter.
- Keep the same contact information format (i.e. your heading) for the cover letter and resume.
- Typically a cover letter will be 3-4 paragraphs with no more than 4-5 sentences per paragraph. Thus, 20 sentences would be the maximum.

Content

- Paragraph one: **Attention Grabber**. Show enthusiasm to catch the reader's attention and interest. When applying for a specific job or internship, note the position title, name/date of listed vacancy, and where you heard about the job listing (i.e. an individual, job search source, etc.).
- Paragraph two: **Sales Pitch**. Present specific skills, education, and/or experience that make you an attractive candidate. Highlight any skills that seem especially relevant. Additionally, demonstrate your knowledge about the company by referencing how your skills/abilities match the position.
- Paragraph three: **Request for Action**. Be proactive and ASK for an interview or meeting to discuss how your skills can assist the employer. Offer to provide additional information that demonstrates your work, experience, and education (i.e. work samples, research projects). You may ask the employer to call you, or you can take the lead and indicate that you will call to confirm a specific date for an appointment. Provide your e-mail address and contact information for easy reference.
- Closing: **Thank** the employer for their time and consideration.

MARTA SUMMERTO

1414 West 88th Place • Arvada, CO • 80222 • (303) 402-5678 • msummer@colorado.edu

October 1st, 2008

Ms. Shelia Watson
Vice President for Investment Banking Division
Lehman Brothers
One New York Plaza
New York, NY 10004

Dear Ms. Watson:

Often described as an intuitive and organized student, I will graduate this May from the University of Colorado at Boulder with a B.A. in Psychology and a minor in Business. Recently, I found the marketing representative position on your internal website and believe that my abilities to understand the customer's needs and produce successful results will be an asset to your company.

In the position description, analytical and problem solving skills were highlighted. During my two years as a customer service representative for Foley's, customers frequently commented on my ability to quickly assess their needs and to deliver outstanding support. One customer commented that she tried other department stores but never found the same attention I offered. Because of my sharp analytical and problem solving skills, I was able to meet my customer's needs.

I will contact you Tuesday, October 8th to discuss the next step for potential employment with Lehman Brothers. I will be in New York City from November 15th until November 21st and available to interview during that time. Please do not hesitate to contact me with any additional questions at (303) 402-5678 or msummer@colorado.edu. Thank you for your time and consideration.

Sincerely,

Marta Summerto

Additional Letters

Thank You Letters

- This is the NEXT step after an interview, meeting, etc. with an employer – always send a thank you letter!
- Keep the letter concise.
- The thank you letter serves as a reminder of your continued interest in the company. It also provides an opportunity to highlight anything new and relevant that has come up since the interview or important things you forgot to mention during the interview.
- The letter can be sent via e-mail or mail. Depending on the position, the thank you letter may be formal or informal. Following is an example of a formal thank you letter.
- The basic letter includes:
 - Appreciation for the interview, time, energy, etc.
 - Re-address any skills/abilities that are especially relevant to the position.
 - Close with a follow-up. If a follow-up was discussed in the interview, mention what the interviewer told you.

Acceptance Letters

- First paragraph: State the title of the position. Convey your enthusiasm for the offer with a sincere “yes.”
- Second paragraph: Address negotiated terms of acceptance. Include salary, start date, benefits, and any additional arrangements made between you and the employer.
- Third paragraph: Thank the employer for the offer.

Networking Letters

- This letter can be sent via e-mail or mail and may be formal or informal.
- Networking letters can be used to request an informational interview.
- Additionally, the letter may be used to communicate your availability for employment and to access the “hidden job market.”
- The networking letter includes:
 - Who referred you to the individual you are addressing.
 - Explanation of WHAT you are doing: information gathering, exploring possible career paths, researching an industry, etc.
 - A thank you for the individual's consideration.

Misty Hallow

810 S. Humbolt Court

Denver, CO 80308

303-222-4444

hallowm@colorado.edu

October 1, 2008

Mr. Dominic Bonster
Adaptec Corp.
39805 East 45th Avenue
Denver, CO 80239

Dear Mr. Bonster,

Thank you for interviewing me on September 30 for the Marketing Representative position. I greatly appreciate your time, energy, and attention. After our conversation and my tour of Adaptec Corp., I feel confident that my experience working with a wide variety of customers and my business coursework would make me a valuable asset to your team.

In addition to my enthusiasm for the marketing work we discussed, I am very passionate about giving back to the community. I was therefore particularly interested to learn more about your employee volunteer program in the Denver area. My passion would easily complement this important company value.

Please do not hesitate to contact me at 303-222-4444 or hallowm@colorado.edu if you would like any additional information from me. As we discussed in our interview, I look forward to hearing from you by mid-October regarding the next step in the hiring process.

Sincerely,

Misty Hallow

Houston Brown

58032 West 29th Street ~ Boulder, CO 80303 ~ 303-555-8888 ~ hlbrown@colorado.edu

October 1, 2008

Mr. RJ Copeland
Caste & Cooke, Inc.
P.O. Box 52
Honolulu, HI 96763

Dear Mr. Copeland,

I very much enjoyed the tour of the Lanai plantation two weeks ago. The scope of its operation and the high degree of technology utilized to ensure freshness are indeed impressive. I was please to receive your offer of employment and to accept the position as Jet Fresh Traffic Manager.

On May 12th, I will report to work at your Honolulu headquarters. The \$65,500 salary, benefits, and stock options are in line with my expectations. Your company's additional offer to provide the temporary housing allowance of \$1,800 per month for three months will greatly assist me in locating permanent housing.

Having always taken great pleasure in working in the transportation industry, I look forward to being able to help you maintain CC's competitive edge. Again, I would like to express my appreciation for this opportunity to work with you.

Sincerely,

Houston Bbrown

Max Brunceso

222 South Holly Street Longmont, CO 83323 303-444-7777 max.brunceso@colorado.edu

October 1, 2008

Alberta Schooley
Vice President of Employer Services
Fisher, Inc.
200 West Alameda
Lakewood, CO 80332

Dear Ms. Schooley,

Connie Miller from In-Roads Catering suggested I contact you to learn more about your career path. Connie mentioned that you have a psychology degree and work in corporate recruitment and training. It sounds like we share a similar academic history, and I feel that my professional aspirations parallel your experience.

This May, I will graduate with a B.A. in Psychology and a minor in Business. I hope to work in recruiting and/or training, as I am passionate about connecting people and giving them tools to succeed. I am writing to see if we might be able to set up a brief time to meet so that I might learn more about your experiences in this field.

As you will note from my enclosed resume, I have pursued several research opportunities during my undergraduate study and have recently completed an extensive project on employee motivation. I hope this research experience will serve as a springboard into the field of corporate recruiting and training. I plan to continue my research in this area and would be interested to hear about opportunities to take part in current studies.

Thank you very much for your time and consideration. I will call you next week to discuss the possibility of meeting with you. Additionally, you can contact me at 303-444-7777 or max.brunceso@colorado.edu.

Sincerely,

Max Brunceso

Sample Networking Letter

CAREER SERVICES • UNIVERSITY OF COLORADO AT BOULDER

Willard Administrative Center 133 UCB Boulder, CO 80309-0133

Phone 303-492-6541

FAX 303-492-5723

E-mail: career@colorado.edu

<http://careerservices.colorado.edu>

Revised: 09/08

Revised by: CS