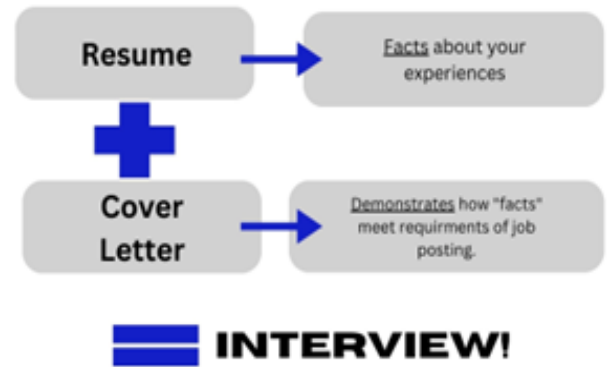


Cover Letters

Purpose

A cover letter gives you the opportunity to express your interest and expand on the qualifications presented on your resume. This is your chance to tell the story of why you are the best fit for this role! When writing your cover letter, carefully analyze the job qualifications and qualities to align yourself with the values, or mission of the organization you are applying to. This might look like noting key words on the job description that you might consider using as a guide to write your cover letter.



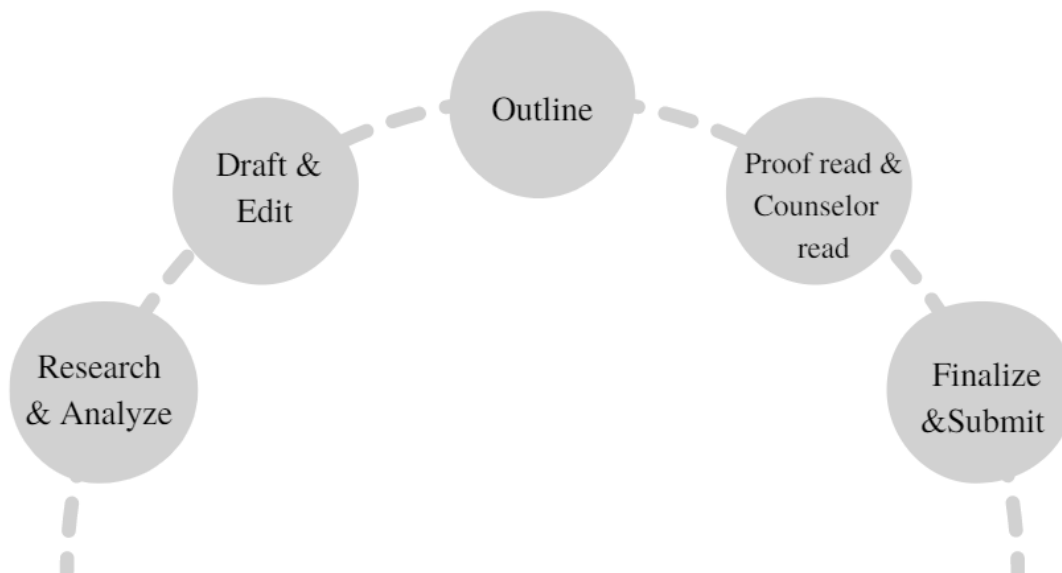
Research Before Writing Cover Letter:

Company Research

- Future employer
- Potential department
- Company mission statements
- Company environment
- History of organization
- Company Values

Job Listed qualifications

- Education
- Location
- Duties
- Certificates
- Qualities
- Languages
- Pay
- Skills



How to Write a Cover Letter

Tips and Tricks

- Write an original targeted cover letter for each employer and position.
- Check for typos, run spell check before sending your final copy but remember that it does not catch everything.
- If submitting through email or handshake leave out the home address
- Have your career counselor look over your resume and cover letter.
- Follow up with the employer if you hear nothing after 2-3 weeks, in the email restate your interest.

Content Checklist:

	1. Header
	2. Salutation
	3. Introduction
	4. Body paragraph
	5. Closing paragraph
	6. Letter ending and signature

Structure Checklist:

	1. 3-4 paragraphs
	2. Margins ~ .5 to 1 inch
	3. Font: 10-12 pt. Arial/Times Roman
	4. Single space in paragraph
	5. Double space between paragraphs/closing

How to write your experiences examples:

	Qualifications	Your experiences and Accomplishments
Education	Communications	I graduated with a B.S in communications and Art History
Interest	Democracy and Human Rights	I wrote a 15-page paper about human trafficking for a Human Rights course which won an Undergraduate Research Writing Award
Experience	Social Media	Strategically utilize and manage Twitter, Facebook, and blogs as outreach coordinator for student organization
Experience	Microsoft Suite	I am proficient in Microsoft Suite, including Word excel and PowerPoint
Experience	Meet tight deadlines	Managed multiple deadlines successfully, including full academic load, student leadership, & intermural sports.

Example of Cover Letter #1



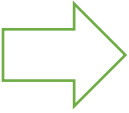
Your Name

Date

Contact's Name

Title

Company Name



Dear Mr./Mrs. (Contact's Last Name) or Hiring Team

Get the employer's attention in the opening paragraph and make yourself stand out. When indicating your reason for writing the letter, state where you received the information about the position. You can also include names of people you know in the organization. Highlight the research you have done about the company and why you see yourself fitting into their culture. Include why you're interested in the position and what it provides for your professional goals.

Single space in paragraph

In your middle paragraphs, give details of your background that will show the hiring team why you should be considered as a candidate. Share experiences presented on your resume, and describe experience in the field, including internships, skills, and certifications. Connect your education and experiences with the employer's needs in that position. Highlight your skills and accomplishments in relation to employer needs. Use action verbs and a detailed job history to demonstrate your "story. You can insert a small list of bullet points of highlighted qualifications and accomplishments related.

In your closing paragraph, ask for action. State your desire for an interview and request an appointment, suggesting a time when you will be available for a call. Include best forms of communication and provide contact information. **Include a time frame when you will follow up.* Close with a call to action, "Thank you for your time and consideration. I look forward to discussing this role with you in the future. Feel free to reach out at (phone) or (email).

Sincerely,

Double space

2-4 lines spaces

Your Handwritten Signature

Your Typed Name

Example of Cover Letter #2

Izzy Wavey

Phone| email| LinkedIn

Dear Hiring Manager,

I am writing to express my interest in the Front Desk position at [Company Name], as advertised on Handshake. With my upcoming graduation and a diverse skill set, I am excited about the opportunity to contribute to your team:

- **Leadership Abilities:** As a President of the Theater Club throughout my academic journey, I have demonstrated my capability to lead and collaborate effectively within teams.
- **Proficiency in Microsoft Word and Excel:** My strong skills Within Microsoft 365, will enable me to manage data, documentation, and tasks efficiently.
- **Adeptness in Phone Communication:** I have a proven track record of handling phone calls professionally and courteously, ensuring a positive experience for callers.
- **General Clerical Skills:** My attention to detail and organizational skills make me well-suited to manage various administrative tasks seamlessly.
- **Customer Service Expertise:** My background in fast-food work has honed my customer service skills, emphasizing promptness, efficiency, and a positive attitude.
- **Communications Degree:** Pursuing a degree in communications has equipped me with effective written and verbal communication strategies.

I understand the importance of being the first point of contact for clients and visitors, and I am committed to creating a welcoming and helpful experience for everyone. I am eager to contribute my skills and enthusiasm to [Company Name] as a Front Desk team member. Collaborating with a dedicated team and positively impacting clients' experiences aligns perfectly with my career aspirations.

Thank you for considering my application. I am looking forward to the chance to discuss how my qualifications align with your needs. You can reach me at [phone number] or [email address].

Sincerely,

Izzy Wavey

Example of Cover Letter #3

Health Student

Contact information

Dear Mr. James Coral,

I am writing to apply for the position of Health Information Management Specialist. Your organization espouses the values and goals that are important to me as a healthcare professional. Furthermore, I believe I could contribute to the success of your team.

I am graduating from Texas A&M University-Corpus Christi in August 20XX with a Bachelor of Science in Health Science. I have acquired a great deal of related experience during my practicum at Quest Diagnostics as a Medical Records Coordinator. Additionally, I have work experience as a customer service representative at a medical supply store and as a faculty assistant at Texas A&M University-Corpus Christi. Finally, I hold current certifications in first aid, CPR, and adaptive healthcare equipment.

I believe my education, skills, and experience are an excellent match for the qualifications of your position. I have submitted my resume for your review, and I would like to discuss this opportunity with you. To schedule an interview, my number is 361-555-1234. Thank you very much for your consideration and your time.

Warm Regards,

Health Student