

Cover Letters

They are useful for these reasons:

- They specify the job to which you're applying.
- They provide a quick introduction to the skills you have that meet the employer's needs.
- They demonstrate you have done some research into the organization and know something about it.
- They express a sense of your personality and your writing style, which can't be done with just a resume.

For these reasons, cover letters are a valuable tool. On the other hand, some cover letters never get read because they are just one more piece of paper that a busy recruiter or hiring manager doesn't have time to read.

Pay close attention to the language of the job announcement/posting. Mirror that language in your cover letter (but don't parrot it). Remember: the reader is looking for a "fit" into the existing team.

Some job announcements will require a cover letter (also sometimes called an inquiry, interest or introduction letter). If it's required, send one. If it's not required, the choice is entirely up to you.

The samples provided here are *very standard* and they should be used only as *starting point* for you to begin writing your own. Cover letters need to be in *your* voice, balanced with a professional tone.

Sample Cover Letter 1: In response to a job announcement; with an achievement focus

Your Address

Date

Address of reader (to whom you are writing)

Dear Mr./Mrs. ____: *(if you don't know the name of the person, don't use a salutation)*

Please accept this letter as application for the position of Assistant Manager of New Shoes Of America. This position was advertised in the May 4th Sunday edition of the *New Mansfield Times*.

By May 22, 2*** I will have earned a Bachelor of Science degree in Business Administration from Mansfield University of Pennsylvania, with a GPA of 3.55/4.00. For three years I have worked part-time as Kitchen Manager at Long's Riverview Inn. On several occasions I have teamed with the Assistant Manager to provide special services for weddings, graduation parties and large corporate events. While at Mansfield University, I was President of the Marketing Club. During my second year, our group was able to raise \$1,000.00 for Meals on Wheels and increase club enrollment by 50%. My restaurant experiences, education and leadership activities show my enthusiasm, dedication and creativity, qualities needed for any managerial position.

I would like the opportunity to personally discuss my qualifications with you at your convenience. Please contact me at the phone number provided on my resume, included. Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

Sign your name here

Your name

Enclosure: Resume

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**Sample Cover Letter 2: Applying for a specific position; with a credentials focus**

Your address

Date

Address of reader (the person to whom you are writing)

Dear Mr./Mrs. \_\_\_\_\_: *(if you don't know the name of the person, don't use a salutation)*

Please accept this resume in response to the job announcement I received through the Career Development Center at Mansfield University of Pennsylvania. My career goal has always been to work with preschool aged children, and I would appreciate being considered as a candidate for the position of Assistant Director of Young Minds Daycare.

You will note from my enclosed resume that I have many of the skills and abilities outlined in your job description. Please consider the following:

- Bachelors degree in Elementary Education; PA State Teacher Certification
- Two years experience as a professional nanny, Rochester, NY
- Practicum experience in daycare setting
- CPR certification
- Supervision experience
- Confident in my written and spoken communication skills
- Elective courses in education and learning disabilities

While in college, I volunteered with College Peer and with Literacy Volunteers and often provided childcare to professors' families near campus. All these experiences have reinforced my desire to work with children.

I would be pleased to have the opportunity to discuss this position with you. I will contact you within two weeks to confirm receipt of my application and to see if we can arrange an appointment. Thank you for your time.

Sincerely,

*Sign your name here*

Your name

Enclosure: Resume

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Sample Cover Letter 3: Prospecting for a job, internship or seasonal work

Your Address

Date

Address of reader (the person to whom you are writing)

Dear Mr./Mrs. _____: *(if you don't know the name of the person, don't use a salutation)*

While visiting your website I reviewed your company description, goals and mission and learned that you sponsor internships *(or co-ops)*. I am inquiring as to the possibility of obtaining a summer *(or just "position")* position as an intern. If you are offering internships *(or "if there is an opening")*, please consider me an enthusiastic and qualified candidate.

I am currently finishing my second year at Mansfield University of Pennsylvania majoring in Business/Travel and Tourism. I have experience in Consumer Psychology, Marketing and Business Essentials. For the past two summers, I have worked for the Park District in Western New York as an assistant in the Youth Activities department. I am particularly proud of my involvement with the Summer Reading Rally program, which placed second in a state-wide youth education contest. As part of the team, I was responsible for promotional marketing and event scheduling.

As an intern, I will bring my skills, education and dependability to your company, while learning about many different aspects of the hospitality industry.

Please feel free to contact me if you have any questions. I would welcome the opportunity to interview with you. Thank you for your time and consideration.

Sincerely,

Sign your name here

Your name

Enclosure: Resume

The Resource Room in the Career Center has many, many books with *hundreds* of sample letters to study for ideas. Come on in!

