

COVER LETTER *Guide*



Cover letters help give context to your resume. They allow the employer to learn more about who you are and why you would be a good fit for the position.

Salutation

Try to identify the hiring manager in the department or organization to which you are applying. If the job description does not list a name, you can search the company website for the most relevant person. Make sure to spell his/her name and title correctly.

- *Dear Ms. Smith*
- *Dear Dr. Diaz*
- *Dear Hiring Manager (only if you cannot find a specific name)*

First Paragraph

This should consist of the position you are applying for (and where you found it or who referred you, if applicable), who you are, and why you are interested in the position.

- *I am writing in response to the Graphic Artist position at XYZ Company, listed on your website.*
- *Upon graduation from University High School this spring with a degree in Business Marketing, I would like to gain experience in marketing and advertising.*
- *I very much enjoy your uniquely sassy marketing style and appreciate that the position offers the opportunity to engage in both print and web design.*

Second Paragraph

Communicate the way in which your skills and experience are a good fit for the position. Highlight specific accomplishments that address the qualifications mentioned in the job description, and show your enthusiasm. Prove that your qualifications and the company's needs are a good match.

- *I completed a class project on the electrical and mechanical dynamics of the heartbeat and have had practical experience as a volunteer at the American Heart Association.*
- *For a recent school-wide event, I designed advertising materials which resulted in a 50 percent increase in student turnout over the previous year.*
- *As one of the few students chosen to work with the Math Department, I have assisted in creating curriculum designed to engage students in practical math applications.*

Final Paragraph

Wrap it up and let the employer know that you appreciate his/her time. Indicate how to reach you.

- *I look forward to hearing from you to further discuss my qualifications. Thank you for your consideration.*

Final Tips

- Keep it concise: The full letter with header and addressee's information should be no longer than one page.
- Tailor each letter to the requirements of each position and employer's needs.
- Write it in your own words, not copying material out of a book.
- Proofread yourself and ask others to proofread as well (Do not only rely on spell check and grammar check).
- Print on resume paper; include as the body of your email; or attach it to your email as a separate document.

Sample Cover Letter

Lionel Lion

123 Lincoln Drive • Irvine, CA 92612 • 949-456-1234 • Lionel.Lion@gmail.com

May 15, 2014

Ellen S. Glass
Store Manager
H&M
71 Fortune Dr, Ste 729
Irvine, CA 92618

Dear Ms. Glass:

I am very interested in the Sales Associate position at H&M. I am currently a Junior at University High School and am seeking summer employment. I am a frequent shopper at H&M and admire the H&M's standard of fashion greatly. I've also noticed the friendliness of your staff and would like to contribute to such a positive environment.

I believe my skills and experience make me a good candidate for the position. As a volunteer at Pretend City, I work with guests of all ages and backgrounds and make sure to remain knowledgeable about the museum exhibits to best assist all guests. I also have become used to the manual labor involved in maintaining a neat and clean environment. As the Vice President of the World Vision Club, I have gained time management, organizational, and communication skills. I have proven myself to be a hard worker and a quick learner both in my studies and extracurricular activities. I have also been told on multiple occasions that I have a fun and friendly personality.

I would love to meet with you to further discuss my qualifications. Please contact me at 310-338-2871 or lionel@lion.lmu.edu. Thank you for your time and consideration.

Sincerely,

Lionel Lion

Lionel Lion