

Cover Letters

When you apply for a job or for specific internships you should attach a cover letter to your resume and/or job application. A cover letter is important because it:

- Introduces you and your resume.
- Explains why you are a good fit for this opportunity.
- Promotes your candidacy for the job.
- Can make the difference between landing an interview or having your resume discarded.

COVER LETTER DOS AND DON'TS

DOs

- 👍 Use the same color, paper, and font you used in your resume.
- 👍 Address your cover letter to a specific individual or hiring authority.
- 👍 Your cover letter should not exceed three or four paragraphs or more than one page.
- 👍 Be sure to check for typos, proper grammar, and accuracy. If possible ask an ICC staff member to critique your cover letter before you mail it.

DON'Ts

- 👎 Use a generic, "one size fits all" cover letter. You should write a cover letter that is targeted to a specific job/organization.
- 👎 Write a long, wordy cover letter; one page in length is adequate. Use the cover letter to expand upon skills and experiences beyond information contained in your resume.
- 👎 Exaggerate your skills or experience.

Cover Letter Format and Content Description

This information can also be set to the left margin.

Name, Title
Company Name
Street Address
City, State, Zip code

Return Address
City, State, ZIP
Telephone with area code

Date

Show your enthusiasm for the job throughout the cover letter.

Dear Ms./Mr. (employer's last name):

In the first paragraph, explain how you heard about the job opening and/or the name of the person who told you about the position. Mention the specific job title and say that you are enclosing a resume that shows how you are qualified for the job.

In the second paragraph, analyze your background and skills in relationship to the job description. Show how you make a "good fit" with this job/organization and how you can contribute. Give examples of related experience from your past work, classroom, or extracurricular activities.

Caution: Write about what skills you can bring to the company, not what the organization can do for you.

In the third paragraph, tell how you will follow through. For example, "I am eager to meet with you to discuss this opportunity. I will be available for an interview at a time convenient to you."

Sincerely,

Sign your name here or use a script font.

Type your name here

Enclosure (refers to your resume)

Internship Position Letter

Josie Beech
555 F Street
Davis, CA 95616
(530) 75X-XXXX

November 10, 20XX

Human Resources Department-Internship Program
National Public Radio
123 Government Street
Washington, DC 20XXX

Dear Human Resources Manager:

I am seeking an internship with your Communications/Public and Media Relations Department during the winter quarter. I am a Junior at the University of California, Davis, pursuing a bachelor's degree in American Studies with a minor in Communication. My academic research has sparked my interest in the way that media is delivered through marketing and advertising. I believe in the mission of National Public Radio and would like to represent your organization.

This summer while studying abroad I was able to look at American culture from a different perspective. This increased my appreciation for news delivery that allows its audience to be informed citizens. I was the only freshman to be elected to the position of Senator for the Associated Students of UC Davis, and rose to the challenge of representing first-year students while collaborating on larger university issues. These experiences have introduced me to the value of effective communication through all forms of media exchange.

It would be an honor to contribute to National Public Radio through an internship. I am available beginning January 9th through March 14th. I have attached my resume and look forward to discussing the position and my qualifications in greater detail. Thank you for your time and consideration.

Sincerely,

Josie Beech

Josie Beech

Enclosure

Jennifer A. Lee
146 La Rue Road #267 • Davis, CA 95616 • (530) XXX-XXXX • jalee@ucdavis.edu

Date

Ms. Emily Smyrna
Proactive Consulting
50 Streetcar Street, Suite 123
San Francisco, CA 94XXX

Dear Ms. Smyrna:

I am writing to apply for the position of Internal Audit Consultant. I learned about this position from recruiter Grace Chan at a recent company information meeting hosted by Career Recruiting Programs at UC Davis. After quickly reviewing my enclosed resume, Ms. Chan encouraged me to apply.

After speaking with Ms. Chan about my qualifications for this position, I believe I have the academic background, skills, and work experience you seek. I will graduate in June with a bachelor's degree in International Relations. I have also completed coursework in business and gained "hands on" experience in relevant internships. I honed my leadership skills as President of the UC Davis chapter of an international business fraternity and have studied and worked in Taiwan. I am fluent in Taiwanese, Mandarin, and Spanish.

Thank you for your interest in my application and your willingness to visit UC Davis for interviews. I look forward to meeting you.

Sincerely,

Jennifer A. Lee

Jennifer A. Lee

Enclosure