

DEVELOPING A COVER LETTER

COVER LETTER FORMAT

Your Street Address
City, State Zip Code
Phone Number/Email Address

TIP: Instead of listing your contact info in a block format, you can copy your header from your resumé and use that instead; see example on next page.

Date

Name of Recipient (Mr./Ms./Dr.)
Recipient Title
Company/Organization Name
Street Address
City, State Zip Code

TIP: Avoid using “To Whom it May Concern”

Dear Mr., Ms., Dr., Hiring Manager/Committee, Selection Team:

1st Paragraph: The first sentence should interest the reader and convince them to continue reading using a summary of your skills and qualifications, a short story about why you are interested in the organization/position, or how you will benefit the organization. Make sure to include the position title to which you are applying and customize with information about that specific company.

2nd & 3rd Paragraph: Tell your story. For each paragraph, pick an example from your past that demonstrates relevant skills or abilities that you will need for this job. Provide some information about that experience and tie it back into the position you are applying to.

4th Paragraph: Express your confidence that you are qualified for this position. State your interest in an interview, and that you can follow up if there are any questions regarding your qualifications. Thank the person for taking the time to consider you for the position.

Sincerely,

Handwritten Signature

Your Name

TIP: Use a good quality image of your actual signature, not a different font. You can achieve this by (1) printing the cover letter, signing it, and scanning it back into your computer, or (2) by scanning an image of your signature and inserting the image file into word. Make sure you increase the contrast of the image so the background on your image blends into the Word document.

COVER LETTER SAMPLE

Leslie Student

lstudent@zagmail.gonzaga.edu
555-123-4567
linkedin.com/leslie-student

Date

Angela Lopez
Director of Internship Programs
Awesome Jobs, Inc.
555 E Oak Creek Lane
Spokane, WA 99258

Dear Ms. Lopez,

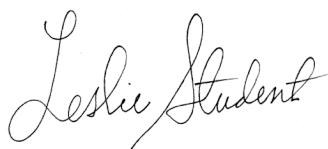
Recently, I learned of your Operations Intern Program through a posting on my university's job site. As a current Gonzaga University student who values purposeful work in a supportive and values-based environment, I am drawn to Awesome Jobs, Inc's ability to balance its global enterprise while maintaining intentional relationships. Given my educational experiences and skillset, I believe I would be a great fit for Awesome Jobs, Inc's Operations Intern Program.

First, my educational experiences at Gonzaga University have allowed me to develop an understanding of operations and practice using problem-solving and conflict resolution skills. While earning my business degree, I have taken coursework in supply chains and general management, which has helped me in my leadership role. Specifically, I spend much of my free time as a coordinator in Campus Kids, a mentorship program on campus. Working with a group of 30 elementary school students and their college student mentors can be chaotic. This experience has required me to respond quickly to new situations to implement solutions ranging from creating a new activity in response to a delay in schedule or providing context and support when a mentor is facing a challenge with their mentee. As a result, I have developed decisive problem-solving and furthered my skills in adaptability and quick thinking, all of which I am excited to contribute as an Operations Intern at Awesome Jobs, Inc.

Next, through my entrepreneurship and innovation studies, I have developed numerous business ideas for local clients and tested them in the market. For example, as part of a small business consulting course, my team and I developed an in-depth business plan for a local sales company and presented our findings to their leadership. Working with clients directly and collaborating on a team to deliver solutions have furthered my communication and critical thinking skills and prepared me to apply this skillset at XYZ Company.

Through problem-solving, providing deliverables, and working well in team environments, I am confident in my ability to succeed at Awesome Jobs, Inc. Thank you for considering my candidacy for the Operations Intern Program. Email or call me to either set up an interview or to speak more about my qualifications and interests.

Sincerely,



Leslie Student