Cover Letter Handout

Cover letters are a way to highlight your qualifications and experiences that make you a good candidate for a particular job. They are **not** simply a summary of your resume.

A Cover Letter:

* Is written in the form of a letter to a specific person or a hiring committee
* Gives a more in depth description of you and your experiences
* Connects your resume and other application documents
* Demonstrates your writing skills
* Discusses why you are an ideal candidate

Successful Cover Letters Will:

* Be personalized to the specific job
* Present you as a strong candidate
* Be written clearly
* Mirror language used in the job posting and on company’s website
* Demonstrate similar values that the company holds

Sections of a Cover Letter:

* Introduction:
  + State who you are and what job you are applying for
  + Briefly outline your reasons for applying for this job
  + Mention how you heard about the job
  + Give your qualifications for the position
* Body:
  + Discuss how your experiences are relevant to the position
  + Refer to specific and relevant achievements
  + Connect yourself to the specific job
  + Identify specific achievements or qualifications that would be valuable for the company
  + Make it clear how you will benefit the company
* Conclusion:
  + State that you would like to follow up with an interview
  + Thank the reader for considering you as an applicant

Sample Cover Letter

15 Elm Street

Chicago, IL 60614

May 20, 2008

Mentions where she heard of the job and then states why she is an ideal candidate.

Dear Mr. Rejman:

Having viewed the information technology associate position that is currently posted with DePaul University’s Career Center, I believe that my education and experience make me a highly qualified candidate for this opportunity. I am proud to have recently earned a Bachelor of Science in Information Technology from DePaul University and am confident in my ability to make valuable contributions to your company.

Some of my prior experience includes a technology support internship with ABC Company. Working out of ABC's London location, I coordinated a large-scale software update project, completing updates for 200 workstations within one month. As a result of this success, I was given additional assignments from ABC, which culminated in a technical research project. At the end of the internship, I presented my findings to several of the organization’s vice presidents and received an award for best project work by an intern.

Provides specific work experience and discusses how it is relevant to the position.

Additionally, I offer sales and leadership experience gained through employment as a retail sales associate at Banana Republic and as a resident advisor at DePaul University. I am also fluent in Spanish and proficient in all major programming languages.

Shows that she is aware of the company and its future plans

I am excited about your organization’s plans for global expansion and am confident that my skills and knowledge of information technology will help Action Company, Inc. achieve its objectives. It would be my pleasure to discuss your needs and explore how I can contribute to your technology team. My resume is enclosed for your review, and you may reach me at 773-555-5555, or by email at janedoe@gmail.com.

Initiates a follow up

Sincerely,

Jane Doe