
Why Do You Need A Cover Letter?

- It's the bridge between your resume (the past) and the job description (the future).
 - Proves you are a good fit for the position.
 - Allows you to tell the employer why you are interested, qualified and excited about the position beyond what is communicated on your resume.
 - It is your introduction to the employer- "Your first impression".
 - One size DOES NOT fit all- They vary by industry and need to be tailored for each position
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Questions to Think About-

Put yourself in the employer's shoes: Who is the ideal candidate? What are the top 2 or 3 skills, qualifications, and qualities that the employer is seeking for this role?

- To whom should you address the letter? When possible, your cover letter should be addressed to a certain person.
 - Why do you want the job?
 - What excites you most about this opportunity?
 - What are the organization's core values and mission?
 - How do they market themselves?
 - What type of language do they use?
 - What makes you a good fit for this job and organization?
 - When have you demonstrated each of the top skills, qualifications, and qualities the employer is seeking?
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Writing the Letter- Get Organized

Introductory Paragraph

- Brief introduction- include title of position and interest in the position.
- Why are you a good fit and what are your skills that best qualify you for the position?
- Where did you learn about the opportunity?
- Try not to start with I am...., use a unique hook. Employers read 100s or 1000s of cover letters.

Body Paragraph(s)

- Use varied sentence structure. Do not start every sentence or paragraph with I.
- Use active language to describe two or three skills and qualifications the employer is seeking.
- Do not copy and paste from your resume. Elaborate and give specifics.
- Discuss your interest and enthusiasm- Why do you want to work for this company/organization? How do your passions or skills you want to further develop relate to this opportunity?
- You may separate your body paragraphs by academic and work experiences

Final Paragraph

- Brief conclusion
- Reiterate your excitement or summarize skills
- Conclude with contact information and thank you

Outline

Heading (Align all text on the left margin.)

Your Street Address
City, State Zip Code

Date

Employer's Name (This can also be the name of the recruiter, or director of the department.)

Title

Organization Name

Street Address

City, State Zip Code

Dear Mr., Mrs., Ms., Mx. Dr. __:

OR

Dear Hiring Manager: *(If there is no person to address the letter to)*

Opening Paragraph

- Strong lead sentence
- What interests you about the position/organization? What is your knowledge of the organization or company? How do your values align?
- How did you learn about the position? Include any referrals or company contacts.
- Show you have done research about the organization and a statement of why you are enthusiastic about the position and how you fit it.

The Body (1 -2 paragraphs)

- Outline 2-3 of your strongest qualifications that match the position requirements.
- Provide evidence and discuss transferrable skills, especially if no direct experience.
- Refer to your experiences on your resume, but don't copy and paste- ELABORATE CONCISELY
- Convince the employer you have the personal qualities and motivation to perform.

The Closing Paragraph

- Indicate your desire for an interview.
- You are available by phone and email (include contact info).
- Thank them for time and consideration.

Checklist

Is your cover letter...?

- Consistent with your resume (same header, font, margins)
 - Simple, clean font (Times, Arial, Garamond)
 - 10-12 pt. font
 - 0.5 to 1 in margins
 - Error free (grammar & spelling)
 - Concise
 - Tailored to the type(s) of opportunities you are seeking
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Does your cover letter...?

- Convey your enthusiasm for the opportunity
- Go beyond what's on your resume
- Include varied sentence structure (avoid starting every sentence with I)

2222 Scandling Center
Geneva, NY 14456

Women's Outreach Center
5 East Avenue
Rochester, NY 14467

January 13, 2021

Dear Hiring Committee:

It is with excitement that I submit my application for the Summer Intern position with the Women's Outreach Center. As a junior at Hobart and William Smith Colleges majoring in Political Science and Spanish, I have a strong passion for making a difference in the lives of others, and am eager for the opportunity to develop my leadership skills while strengthening the economic well-being of Rochester's women and their families. I am excited to create meaningful impact in the community and apply my recent experiences in event planning and fundraising.

As an Intern at the Sojourner House, I gained insight into one of the most difficult challenges that our country's homeless families face — employment. I developed a proposal and successfully planned and coordinated the logistics for the first ever job fair. Through my creative outreach efforts, I recruited 50 companies to come on-site to interview and hire our clients. I learned about the needs of this population and collaborated with stakeholders to come up with creative solutions to impact their lives. While interning at the nonprofit, I also gained insight into its political arm, and welcome the opportunity to learn more about policy advocacy and grant writing. Through my experience with Advancement Office and Alumni/ae Association, I have developed my persuasive communication skills in order to fundraise for two annual fundraising Efforts. During the most recent phone-a-thon, I doubled the amount of calls I made and raised 50% more money. I am eager to learn how I can continue to develop these communication skills and apply them in an advocacy setting.

I am drawn to your commitment to building a more just and equitable New York through cultivating strong leadership among women in the community. My personal connection to service stems from a deep desire to help others benefit from the programs and policies that supported my own family while I was growing up in a low-income and underserved community. I want to be involved in the work that the Women's Outreach Center is doing to train local leaders to pass new laws that impact economic prosperity.

My resourcefulness, collaborative spirit, and strong sense of civic duty make me an excellent fit for this Summer Intern position at the Women's Resource Center. Thank you for your consideration of my application, and I look forward to further discussing my interests and qualifications with you soon. Feel free to contact me at (315) 345-6644 or by email at firstname.lastname@hws.edu at your convenience.

Sincerely,

Nadine Nonprofit

Hobart and William Smith Colleges
2222 Scandling Center
Geneva, NY 14456

September 8, 2021

Name
Title
J.P. Morgan Chase Bank
383 Madison Avenue, Floor 23
New York, NY, 10179

Dear Mr. XXX:

I am currently a junior at Hobart College, pursuing dual Bachelor of Arts degrees in Mathematics and Economics. I am writing in interest of the 2021 Corporate & Investment Bank Markets Summer Analyst Program. Risk and equity research are areas of particular interest to me and I am certain I could be a valuable asset to this program.

I believe the skills I have acquired through my liberal arts education and work experience make me a valuable and unique addition to your Investment Banking Analyst program. Majoring in mathematics has provided me with a foundation of quantitative skills needed to be successful in the finance industry. I have completed relevant coursework in both mathematics and economics, including probability, differential equations, linear algebra, and accounting.

Last summer, I had the opportunity to work at Dealerweb, which exposed me to the inter-dealer side of the industry. This experience has given me firsthand knowledge of the clearing process for fixed income securities as well as how they are traded. This internship furthered my education and interest in the markets, reinforcing that I wanted to continue to pursue a career in finance.

Additionally, I also completed a summer internship at Pepsi. My main responsibility was to collect and analyze data on the use of electricity and water during the production process. Part of my approach to utility-use analysis was to develop visual representations of the data, something that was never done previously. This helped the management team highlight possible areas to reduce costs, as well as draw connections between processes which were not originally thought to be related. In addition to presenting the data, I was also tasked with analyzing and explaining usage trends.

In addition to my educational background, I grew up playing a variety of sports, and through my athletic endeavors I have developed a skill set that isn't taught in a classroom. I have learned how to handle pressure situations, I can tolerate criticism, and I thoroughly enjoy challenges. Playing NCAA DIII hockey has taught me important lessons in time management and leadership.

My academic work, recent experience, and leadership skills demonstrate a high level of motivation and passion for the finance industry and make me an ideal candidate for an internship with JP Morgan Chase Bank. Thank you so much for your time and consideration, I am happy to provide any additional information needed. I can be reached by (phone) or by (email) at any time.

Sincerely,
(Name Typed)

5 Cranes Way
Syracuse, NY 13201

December 16, 2020

New York Minute Magazine
580 Grand Street
Brooklyn, NY 11211

Dear Mx. Smith:

Through the recommendation of (name), current editor at New York Minute Magazine and an alumnus of Hobart and William Smith Colleges, I am applying for the Assistant Editor Position. My unique experiences, ideas, and passion for written word equip me with the skills necessary to become a strong asset to New York Minute Magazine. In addition, I take pride in supporting a company whose main initiative is to empower women through redefinition of success. I believe that effective business operations are the result of teamwork, efficiency, and a commitment to creativity. In my experience as a Teaching Fellow for the Center for Teaching and Learning at Hobart and William Smith Colleges, I have come to understand the importance of independent work as it contributes to team efficiency. I utilize effective communication skills with peers, employ conflict-resolution and problem-solving when helping and advising students, and provide creative solutions to streamline research expectations on a daily basis. I'm excited at the thought of applying those skills to conduct market research and propel business decisions at a publication like New York Minute Magazine. In addition to being a Teaching Fellow, I also interned with a startup where I used Google Analytics to review their social media and web presence. Being able to work with SyncTime has helped me come up with out-of-the-box ideas to increase viewings and interaction.

A commitment to restorative practice and transformative justice go hand-in hand with women's empowerment. I believe that we have the power to make change through written and spoken word, so I harness my effective communication skills to do my part in this initiative. Enjoyable and entertaining content that increases web traffic as well as informs the masses is key in a startup like New York Minute Magazine. If selected to become part of the team, I would contribute my skills and solutions to increase meaningful engagement on all platforms.

Thank you so much for your time and consideration, I am happy to provide any additional information needed. I can be reached by (phone) or by (email) at any time. I look forward to speaking with you!

Sincerely,
(Typed Name)

Hobart and William Smith Colleges
2175 Scandling Center
Geneva, NY 14456

December 7, 2017

Justin Doe
Director
Human Resources XYZ
1540 Broadway, 22nd Floor
New York, NY 10036

Dear Mr. Doe:

As an individual with strong commitment to problem solving, collaboration and customer service, I am confident that I would be a tremendous asset at XYZ. It is with enthusiasm that I am applying for the Human Resources Internship that I heard about through Joe Thomas, who represented XYZ at The CIC Fair.

I am a junior at Hobart and William Smith Colleges, pursuing a bachelor's degree in Psychology and have participated in several group projects in my various classes. Project experience has given me the opportunity to hone my interpersonal skills while working with a variety of team members, develop project management abilities by keeping track of each aspect of the project and sticking to a timeline, as well as communication skills used to write reports and present our work to peers and professors. My peers and professors have noted that I am consistent with managing details and skilled at public speaking and presenting. Along with the leadership role in my sorority, I was recently a finalist in HWS Elevator Pitch Competition! The qualities demonstrated in group projects, along with my leadership experience in the sorority, would be highly compatible with the tasks required in the HR Internship.

In addition to my academic background, I have also developed strong customer service skills through working at The GAP. I am motivated, responsible and a quick learner. One customer recently went out of his way to speak with my manager about my excellent customer service skills and the personal attention he was given. I have learned that in a fast paced environment, I have to be flexible and be willing to transition to whatever task is needed at the time.

I am extremely interested in obtaining an interview to discuss the Human Resources Internship further. I am available by phone at (315) 787-5555 or via email at ivanajob@hws.edu. I look forward to hearing from you. Thank you very much for your time and consideration.

Sincerely,

(Name)

2370 Scandling Center
Geneva, New York 13210

October 31, 2020

John Doe
Director
Department of Human Resources
Museum of Modern Art
11 West 53 Street
New York, NY 10019-5497

Dear Mr. Doe:

I am writing to inquire about an archival position within your institution. With my objectives to pursue a career in archival and curatorial work I believe the Museum of Modern Art would provide an excellent opportunity to gain more experience. I am confident I would be a valuable asset to your team.

I will be graduating from William Smith College in May 2021 with a degree in studio art. I have a wealth of experience in the arts as well as a solid coursework foundation. As a student assistant at Hobart and William Smith Colleges' Visual Resource Center, I am trained in the specific cataloging method of our collection and the photographing technique for slide creation. With care and accuracy, I file, bind, label and scan slides to our exacting standards.

As an intern at Villa I Tatti, Harvard University's Institute for Renaissance Studies in Florence, Italy, I organized and labeled photographic film for their collection and used their institution to enhance my academic and personal art research. Following my experience at Villa I Tatti, I was thanked in their 2018 newsletter for my "meticulous attention to detail". In addition to my archival training, my undergraduate and personal studies have allowed me to experience the artistic realms of painting, drawing, jewelry, batik, pottery and photography.

Fascinated by ideas and world perspectives, I have utilized the unique opportunities available to me outside of my traditional coursework by studying internationally and developing French, Wolof and Italian language skills. Through my formal education, involvement in setting up student art shows, and personal art experience I have strengthened my natural eye for color, composition and design. With my plans focused around archival and curatorial work, having experience at a gallery such as yours would further enhance my practiced skills and knowledge.

I would like to arrange a mutually convenient time to meet or speak on the phone. I can be reached at 315-781-1234 or via email at ijob@hws.edu. Thank you for your time and consideration.

Sincerely,

Ivan Jo

