**Cover Letters**

A cover letter links your resume to the specific job that you are applying for. It provides a personal introduction of yourself, the strengths you offer the employer, as well as a writing sample. It is important to write a cover letter for each position that you apply for. Your cover letter and resume usually provide all the information which a prospective employer will use to decide whether or not you will reach the next phase in the application process—the interview.  See the following tips:

**Well I know so and so…**Using the name of someone who suggested you write to your target employer sets you apart from other candidates and gives you an instant and credible reference.

**“Dear Mrs. What’s-your-face…”** Whenever possible, include the name of the person who is making the hiring decision. Addressing your letter “To whom it may concern” is impersonal.

**Ready…aim…hired!** Take aim at your target employer. Do some research and make a clear connection between your background and the skills and qualifications that the organization is seeking.

**We’ll spell it out for you…** Correct spelling and grammar are a must!

**Show me, don’t tell me!...** Give specific examples of the work you’ve done. Don’t just say you are good with deadlines. *Show* your reader by addressing *how* you are good with deadlines.

**It’s a match!** Use the same paper and heading you used for your resume on your cover letter and reference page. This gives your materials a streamlined look.

**COVER LETTER EXAMPLE FORMAT**

Today’s Date

The Addressee’s Name

Professional Title

Organization Name

Mailing Address

City, State, and Zip

Dear Mr./Ms. (Last Name):

**First paragraph.**  Start your letter with a statement that establishes a connection with your reader— a referral’s name, a probing question, or a quotable quote. Briefly state the reason for your letter, what position or type of work you are applying for, and from which source you learned of the opening (career services, internet, newspaper, friend, etc).

**Mid–Section.**  Should be one or two short paragraphs that make relevant points about your qualifications. You should not summarize your resume. Instead address the themes that are present in your experience. Highlight your strengths, being sure to indicate what you can do for the employer. You may want to cite specific examples. Be sure to cover **why** you are interested in working for this specific company.

**Last paragraph.**  Initiate action by explaining what you will do next (i.e. call the employer, stop by, etc). Offer any assistance to help in a speedy response and repeat your phone number and e-mail address. Close by saying “thank you” in some form.

Sincerely,

*Your signature (handwritten if possible)*

Your name (typed)

**Steven Hudson**

124 Main St. ● Lexington, KY 40506 ● 859-222-222 ● [shudson@gmail.com](mailto:shudson@gmail.com)

February 2, 2015

Ms. Patricia Alvarez

Internship Coordinator, University Relations

Dell Computer Corporation

2214 West Braker Lane

Austin, TX 78758

Dear Ms. Alvarez:

I am writing to apply for an internship with your marketing department for this coming summer. I learned of the opportunity from a posting with my college career center. I am very interested in working with Dell and hope to contribute my unique talents and motivation in working with your marketing team.

As a junior business management major and applied communication minor, I have acquired the foundational knowledge necessary to succeed in a professional marketing internship. I have excelled in my courses while developing a passion for conducting market research and implementing marketing strategies. My work experience in direct sales, food and beverage, and architecture has provided me a keen sense of professionalism, a strong work ethic, and sensitivity to customer satisfaction. Past supervisors have affirmed my time management skills and attention to detail. I feel more than prepared to join Dell’s corporate environment where integrity and responsibility are highly valued.

Please see my enclosed resume for further details regarding my educational background and work history.

I look forward to talking with you so I can further demonstrate how my background and experience could be an asset to Dell. Please let me know if you need any additional information. You can reach me at (859) 323-3511 or [shudson@gmail.com](mailto:shudson@gmail.com). I look forward to hearing from you. Thank you for your consideration.

Sincerely,

Steven Hudson