Why have a Cover Letter?
When applying for a position, a cover letter is your chance to convince the employer to read your resume. It gives you the opportunity to express your interest and enthusiasm in the position and the possibility of working for the company/organization. In addition, it allows you to highlight the skills or experiences relevant to the position, demonstrates your writing and communication skills, and strengthens your chances of securing an interview.

COVER LETTER FORMAT

Date

Contact's Name, Title
Company Name
Address
City, State, ZIP code

Dear (Dr., Mr., or Ms. Last Name):

Introductory Paragraph: Briefly state the specific job title that you are applying for. If you have a personal connection to the organization, mention that person's name (be sure you have that person's permission to use his/her name).
State why you are interested in that particular job and why it is a good fit for you. Explain why you are applying to this company specifically, what sets them apart from similar organizations? You may include what you know or respect about the organization (this may include a value or a practice of the company that you share).

Body Paragraph(s): State how your skills, education, or experience match a required skill set of the position. Use specific examples and short stories to provide additional detail about one or two experiences that provide evidence of the relevant skill set without repeating your resume. Reinforce how the experiences you include will prove to be beneficial for the employer.

Closing Paragraph: Include what actions you would like to take next. State your desire to arrange an interview. Refer to enclosed resume and direct them to a section of your resume you want to highlight. Remember to include your phone number and email to make it easy for the employer to contact you. Express your appreciation for the employer's time and consideration.

Sincerely,

Signature,
Print Your Name

Enclosure: (Include what else will be sent with cover letter ex. Resume, Transcript, etc.)

Career Connections Ramstad 112 253-535-7459 www.plu.edu/career
October 15, 1991

Catherine Swearingen, Executive Director of Career Connections
Pacific Lutheran University (PLU)
Career Connections, Ramstad 112
12180 S. Park Ave
Tacoma, WA 98447

Dear Catherine Swearingen,

In my search for an on-campus student job for the upcoming fall, I am looking for a new leadership experience that will be valuable and allow me to continue to help students at Pacific Lutheran University. In discussing on campus jobs with my current supervisor, Tingelstad Resident Director, Carlos Solorzano, a Career Peer Educator position arose as a possibility that would allow me to further develop my professionalism and learn useful new skills.

My work with Residential Life uniquely qualifies me for this position. I am capable speaking and presenting in front of groups, as well as interacting with students on an individual basis. This year, as the supervisor of the Tingelstad Front Desk, I reviewed applications and resumes, conducted interviews, and hired the front desk staff. This supervisor experience has been a valuable professional opportunity and has given me a new understanding of how managers and supervisors view applicants. I believe this perspective will allow me to help others improve their professionalism and foster their marketability to employers.

In my employment experience as a server at Red Robin Gourmet Burgers I accumulated two years of experience interacting and communicating with diverse groups of people. Taking orders, along with managing the guest experience for many different ages and demographics, further developed my interpersonal skills. Working in a fast-paced, high-volume restaurant emphasized the importance of quality and efficiency in a variety of situations – skills necessary to the CPE position.

I have personally worked on my resume with a Career Peer Educator so I am very aware of the tangible value CPEs offer to students at PLU. Helping students obtain internships and jobs is a rewarding and valuable opportunity that will provide new leadership and professional experience in my last semester at PLU. I look forward to discussing the position further. Feel free to contact me at potterha@plu.edu and/or (253) 282-2000.

Sincerely,

Godric Gryffindor

Godric Gryffindor

September 23, 2013

Paul Bauer, Career Counselor
Career Connections
Pacific Lutheran University
Ramstad 112
Tacoma, WA 98447

Dear Paul Bauer,

This letter expresses my interest in the position of the Career Peer Educator (CPE) (Job #12346789) in the Career Connections office at Pacific Lutheran University. A previous CPE, Mikayla Moore, encouraged me to submit an application for this position. Following up on the intent to apply I introduced myself to Catherine Swearingen at a Career Connections networking event. I know that Career Connections is a valuable student resource and the people there commit themselves to fostering student preparedness to life in and after college.

I understand this position requires customer service experience, familiarity with mentorship and leadership, ability to interact with a dynamic range of people, and the urgency to work successfully with a team in a professional working environment. I have extensive leadership experience in campus clubs which demonstrate my ability of self-management, self-monitoring, interpersonal communication and public speaking. With my experience in positions of leadership and service I am confident that my skills will benefit your department. As an Act Six Scholar, I am passionate about giving back and helping others realize and reach their potential. I get energized speaking with others and find joy in creating relationships. I have dynamic experience interacting with various individuals, from international students, high school students, foster children as well as my peers. My experience has shaped me to become an open-minded individual who advocates for social responsibility and global citizenship which are attributes that resonate with your department's values of fostering preparedness and growth.

Thank you for considering me for this position, and I look forward to hearing from you. Until then, should you have any questions, I can be reached by at (206) 900-8888 or at harrypp@plu.edu.

Sincerely,

Salazar Slytherin

Salazar Slytherin

Enclosure: Resume

This is a great example of a resume geared toward a full-time position.
1. Notice that this resume includes the job posting number. It makes it easier for the employer to search for the job position being applied for.
2. Includes a personal connection to the organization.