



cover letters

Cover letters aren't always required, but they can help show that you are a good fit for the role. Make sure to modify the content for the different jobs and internships you're applying to. TIP: Keep a copy of all your cover letters. When an employer calls, you'll be able to quickly find their letter to help your recall who they are, what they need and how you can help them!

FORMAT

- Personal address and contact information. Make sure this matches the top of your resume.
- The date.
- Name of the person you're addressing the letter to including their title, name of the organization and mailing address.
- If you can't find the name of the person you are sending the letter to, do a thorough search online or call the company/organization. If that is not successful, you can address your letter as "Dear Hiring Manager."
- Use Dear Mr., Mrs. or Dr. and the contact's last name. Do not use first names.

CONTENT (1-3 paragraphs)

Attention

- Grab the reader's attention by telling them why you're writing.
- Make sure to include the position for which you are applying.
- If there is a person that referred you to the position, mention their name.

Interest

- Include your motivation for applying by explaining how you can help the organization.
- Feature specifics for your past experiences (professional or volunteer) that will impress them.

Desire

- Review the job or internship description for personal skills to highlight and include your accomplishments.
- Research their mission, culture or values and include how you connect with those.

Action

- Close out your letter by requesting an interview or time to talk more about the position and your qualifications.
- *Optional:* Express your interest in the position again and summarize the reasons to consider you.
- Restate how to reach you via email and/or phone.
- Thank the reader for their time and consideration.
- Use a closing like "Sincerely" or "Respectfully."

REVIEW/PROOFREAD

- Read letter out loud to check for errors and flow.
- Have someone else review it, such as a Career Services staff member.

IMPORTANT! Keep letters to 1 page or less, single-spaced.

ADVICE FOR A STRONG START & FINISH

See *Resume Target* on the CUConnect portal under CUC Experience and Career Services. Resume Target has many cover letter templates. After you select a resume template, you'll see a tab at the top for a corresponding cover letter template. Please remember to modify the template wording or your cover letter will sound 'canned' or unoriginal. You can also search online for cover letters related to your field. Make sure to modify the wording. No plagiarism!

Persistence Pays Off!

Following up once or twice after submitting your resume and cover letter can increase your chance for successfully landing an interview.



HOT TIPS!

SEE REVERSE SIDE FOR COVER LETTER SAMPLES >>

sample cover letters (body text)

MUSIC TEACHER SAMPLE

Your Name
Address
City, State Zip

Date

Dr. Ralph Hillendorf
Assistant Superintendent for Human Resources
Best School District #200
111 Main Street
Anywhere, IL 60000

Dear Dr. Hillendorf,

I am seeking a position as a band director, band assistant, or general music teacher for a middle school and/or high school. I am certified to teach K-12 music education and am interested in any other areas for which I am qualified.

As a music educator, I strive to provide rewarding learning experiences that fulfill each student's individual needs. My experience with special needs students has increased my commitment to facilitate various levels of individual success for all students. As a teacher it is my privilege to demonstrate the relationship between music and other academic subjects, while relating music to students' everyday lives. It is my passion that all students would benefit from the many life skills that music develops and enhances.

My strengths as a music teacher include compassion, commitment to student success, competence in my subject area, as well as, patience, determination, and professionalism in the learning environment. My strong organizational skills help me to multi-task the many responsibilities a music teacher encounters. This is demonstrated through the care and organization I take with every responsibility and opportunity.

I would be very interested in an interview if any openings should arise. You may contact me at 555-666-7777 or at my email teacher5@yahoo.com at any time.

Thank you for your consideration.

Sincerely,

Your Name

MARKETING INTERNSHIP SAMPLE

*excerpts from
[http://www.smith.edu/
lazaruscenter/pdf/
resume-book.pdf](http://www.smith.edu/lazaruscenter/pdf/resume-book.pdf)*

October 18, 2019

Kyle Doe
Marketing Director
Chicago Sky
35 South Franklin Avenue
Chicago, IL 67890

Dear Mr. Doe:

I am a Concordia university junior writing to apply for your summer Marketing Intern position. After hearing about this opportunity from Francis Johnson who interned at the Chicago Sky last summer, I am excited about applying. With my strong communication and technology skills and background in sports management, I believe I could make a strong contribution to the marketing team.

I have a demonstrated track record of effective communication and event promotion. For example:

- As a Ticketing Intern for the Kane County Cougars, my efforts helped achieve a 12% increase in ticket sales last summer.
- As an intern for Downtown Oak Park, I initiated and maintained a database of contacts that helped build exposure for upcoming events and distributed flyers I created to local businesses.
- I designed promotional materials and wrote content for a website for an annual conference coordinated by one of our departments on campus.

I look forward to contributing my energy and initiative to support the Chicago Sky's goals of expanding promotional efforts while providing exceptional customer service to existing season ticket holders. The Marketing Internship interests me as an opportunity to contribute my marketing savvy and love of sports while learning more about the business side of the sports and entertainment industry. I'm available at your convenience to discuss my interest in the Marketing Intern position and I look forward to hearing from you.

Sincerely,

Melissa Jacobsen