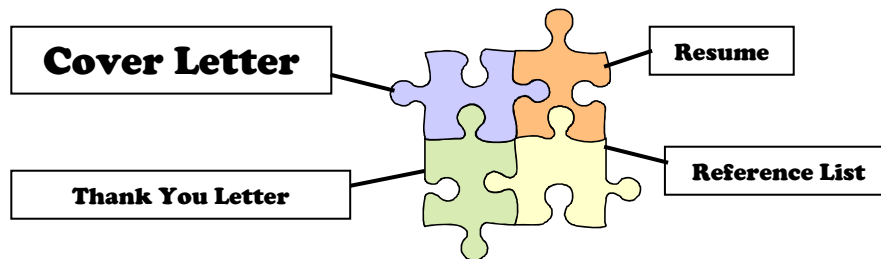


## Career Correspondence: *The Cover Letter*

The cover letter typically accompanies your resume when you are applying for a position. The cover letter will always change for each position and will demonstrate to the employer why you are a great candidate for that particular position and/or company.



### **The Nuts & Bolts of the Cover Letter**

- Format can vary as long as you **keep to one page** and have the following information in a professional looking style:
  - Address of sender
  - Date
  - Address of receiver with name and position if known
  - Body of the letter
  - Signature
- **Three main sections** in the Body part of letter:
  1. Introduction of yourself and how you heard of opening, or your interest in school/organization
  2. A profile of how your skills & experience match the qualifications sought. Read the mission statement of school or company description, or specific job posting for this information.
  3. Thank you, I look forward to hearing from you, or I will follow up with a phone call next week, or I look forward to learning more about this position... and your contact information. Be positive and confident (not arrogant). No “*if* you interested, or I hope...”.



### **The Middle Section (#2 above)**

- To help you write middle section:
  - Think of what kind of person you would hire, if *you* were the recruiter, and the skills they would have for the position in question
  - Demonstrate where you have utilized these same qualities and skills
  - Write in excellent, short sentences, highlighting these experiences

Review the samples on the back page. Use for inspiration but do not copy word for word!

**Sample middle sections**

1. My student teaching experiences taught me effective classroom management skills and challenged me to design creative lessons that engage children in the targeted material. I have developed other valuable skills such as strong listening and motivating techniques through my three years as a volunteer at the Webster Community Center, which caters to a diverse population. My long term front desk position at Wegmans has also served to reinforce my ability to work with all age groups while learning how to handle stressful situations tactfully and professionally.
  
2. While interning at Heritage Christian Services I was able to focus my attention on children with many different types of disabilities. I learned the importance of pairing compassion with firmness, purpose with flexibility, and achievement with fun. My time there along with my volunteer activities at Bethany House and Habitat for Humanity has convinced me that I want to dedicate my life to motivating others to become all they can be. I feel my enthusiasm and service driven attitude make me a great match for an organization like Hillside that seeks to make a difference in people's lives.
  
3. I sought out internships in two different companies in order to gain hands-on knowledge of different aspects of management. With Enterprise Rent-a-Car., I focused on customer service and handling problems in an efficient and professional manner. At The Sutherland Group I was given customer accounts and in-depth training on sales and motivational techniques. I am confident that these experiences combined with my energetic, people-oriented personality make me a solid candidate for the Customer Representative position.



Your Name  
Address  
Address  
Phone # and email

Date

Robert Lindauer  
Senior Account Executive  
Fromm Mower and Associates  
Public Relations and Public Affairs  
500 Linden Oaks Drive  
Rochester, NY 14625

**Sample Internship Cover Letter**

Dear Mr. Lindauer,

I am contacting you in regards to an internship in the Public Relations department at Fromm Mower and Associates. I was referred to you by Cindi Peterson from Delmont Lodge.

I am a senior at St. John Fisher College, majoring in Management with a concentration in Public Relations. My classes have given me an understanding of the work and importance of the public relations field. Along with the academic knowledge, I also gained practical experience during an internship at the Sports Information Department at the College. I had the opportunity of writing press releases on various games, matches, and players, as well as contacting the proper media outlets to update them on scores and highlights of games.

My resume is enclosed for your consideration. An internship at Fromm Mower and Associates would be an ideal way for me to expand my knowledge of the of public relations field, while contributing my passion for sports and strong writing skills. I thank you for your time, and look forward to hearing from you soon. Please feel free to contact me at (phone #) or by email at (email address).

Sincerely,

Your Name  
Enc.

Your Name  
Address  
Address  
Phone • email

**Sample Full Time Cover Letter**

Date

Name of Person  
Company  
Address  
Address

Re: Community Advocate Position

Dear Name,

I am very interested in your posting for a Community Advocate, which I found through the *JobZone* on the St. John Fisher website. My enthusiasm for community building along with my recent BA in Sociology with a minor in Psychology degree, prompted me to forward my resume to you immediately with the hope of further discussing my qualifications for this position.

In addition to my strong academic background, I have had valuable team building and leadership experiences, both as Captain of the Fisher Soccer team and in my volunteer work as a Service Scholar. Among the projects our service group actively supports are the Habitat Housing Project in the city of Rochester and the new tutoring program in the East Rochester High School Math & Writing Center for which we advocated and then co-designed to benefit those students whose parents could not afford regular tutor fees.

The posting for Community Advocate states that self-motivation and leadership are key qualities in a successful candidate. I believe my background and dedication to service of those in need demonstrates my personal drive to make a difference in my community. I was also privileged to discover the richness of cultural history and diversity during my semester abroad at the University of Limerick in Ireland.

I look forward to meeting with you to further discuss how I can make a positive contribution to your organization as a Community Advocate. I can be contacted through email at \_\_\_\_ or phone at \_\_\_\_\_. Thank you very much for your consideration.

Sincerely,

*Signature*

Name- typed  
Enc.

Sofia Lorene  
3 Shadow Box Lane  
Canandaigua, NY 14424  
585.241-5576 • ssl@gmail.com

**Sample Full Time Cover Letter**

January 24, 2009

Human Resources  
Element K  
500 Canal View Blvd.  
Rochester, NY 14623

Re: Editorial Positions

Dear Human Resource Department:

I am writing in response to the job postings on the St. John Fisher College *JobZone* for the Editor, Business Professional position and the Editor, Special Projects position with Element K.

My previous journalism experience and editorial internships have enabled me to develop the qualities you are looking for in these editorial positions. My creativity can be witnessed through the articles I've had published in *The Angle*, the Fisher student creative writing magazine, and editorial pieces printed in the *Democrat & Chronicle*. (May 23, 2008, September 16, 2008). In addition, over the past two years, I have won an award for 'Best Human Interest Story of the Year' along with other smaller tokens of recognition.

During my internship with Waterstone, I served under the Features Editor, who appreciated my keen eye for detail while completing the final editing and page layout designs under time pressure. I thrived in this environment, meeting strict deadlines while producing quality work.

I believe my experience, ability to work well with people and strong communication skills make me an ideal candidate for either of these two positions with Element K. Thank you for considering my resume. Please contact me at 585.555-5576 • ssl@gmail.com so that I may better discuss my qualifications.

Sincerely,

Sofia Lorene  
Enc.

Jay Fox

13 Oxford St., Rochester, NY 14621 • (585) 331-7309 • jayfox@gmail.com

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June 1, 2008

Mrs. Amanda Cleary  
VP, Marketing & Sales  
Johnson & Johnson Co.  
444 Apple River Dr.  
Hilton, NY 14468

**Sample Full Time Cover Letter**  
**(recommended format use for students with experience)**

Re: Marketing position

Dear Mrs. Cleary,

Joseph Hunter suggested I contact you regarding my interest in a marketing position with Johnson & Johnson. I graduated from Saint John Fisher College in May 2008 with a BS in Business Management, a concentration in Marketing and skills that I believe would be a valuable asset to a company with a reputation for excellence, imaginative marketing strategies, and results-oriented employees.

- **Proposal and presentation skills:** Small group academic projects have helped me develop a broad range of presenting, analyzing, and data collecting skills. For our advanced marketing class, our group applied imaginative critical thinking to create a product, design it, draft the proposal, and then present it both in class and to a marketing team at the Eastman Kodak Co. This resulted in an award winning project as well as an internship stint with Kodak's marketing team.
- **Interpersonal/Communications skills:** I have demonstrated the ability to perceive needs, assess situations and problem solve quickly in my places of employment, my internship and through my volunteering with the homeless at the St. Joseph's Family Center. In my volunteer work, I have found myself able to maintain a professional demeanor and pay close attention to detail, even under stress and pressure from the clients. I have been recognized as a good listener with solid communication skills.
- **Time Management:** I have successfully managed high energy, multitasking positions while taking a full course load, maintaining high marks and continuing my extensive volunteer work.

I believe I am a good match for an innovative and global thinking company such as Johnson & Johnson. I look forward to discussing the specifics of how I can bring my skills and passion for marketing to your marketing team. Thank you for considering me for this position. I can be reached at (585) 555-1234 or jayfox1234@gmail.com.

Sincerely,

Jay Fox  
Enc.