


Cover Letters aka Application Letters



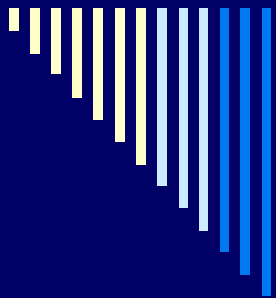
Purpose of a Cover Letter

- ❑ Provides a snapshot of your personality
 - ❑ Conveys professionalism
 - ❑ Demonstrates written communication skills
 - ❑ Highlights skills and experience
-



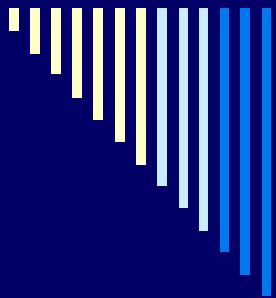
Guidelines for Cover Letters

- ❑ Keep it short – no more than 1 page
 - ❑ Edit before sending
 - ❑ Customize to the employer
 - ❑ Focus on what you can offer the employer
 - ❑ Express career goals
 - ❑ Establish what makes you unique
-



Cover Letter Format

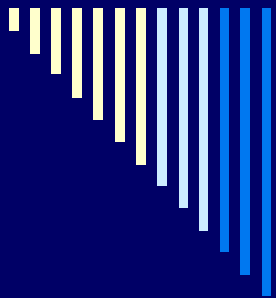
- Your Contact Information
 - Address
 - City, State, Zip Code
 - Phone Number
 - Email Address
-



Cover Letter Format

- Date

 - Employer Contact Information
 - Name
 - Title
 - Company
 - Address
 - City, State, Zip Code
-



Cover Letter Format

- Salutation
 - Dear Mr./Ms. Last Name:





Cover Letter Format

- First Paragraph
 - What specific position (internship) are you applying for
 - How you learned of the position
 - Personal contacts in or with the company
-



Cover Letter Format

□ Middle Paragraph

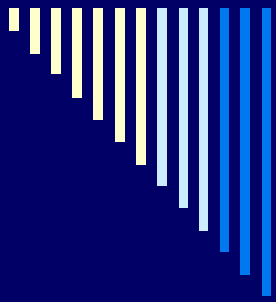
- Explain why you are interested in the position (internship)
 - Explain your interest in the specific company
 - Mention two or three qualifications and/or characteristics you possess that are relevant to the position (internship) for which you are applying
 - Mention related experiences or specialized training
-



Cover Letter Format

□ Final Paragraph

- Thank the employer for considering you for the position (internship)
 - Refer the reader to your resume
 - Request an interview
 - Make an enthusiastic statement of your interest in interviewing and obtaining the internship
 - Include information on how and when you will follow up
-



Cover Letter Format

- Complimentary Close
 - Sincerely,

- Signature
 - Handwritten signature
 - Type signature

