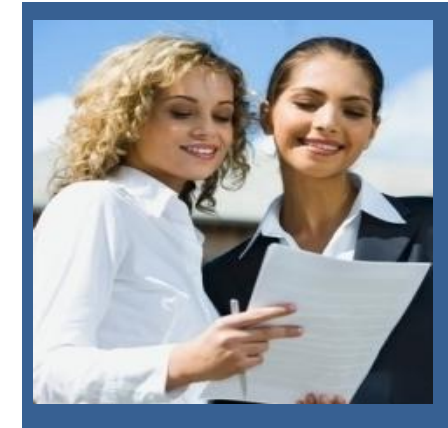
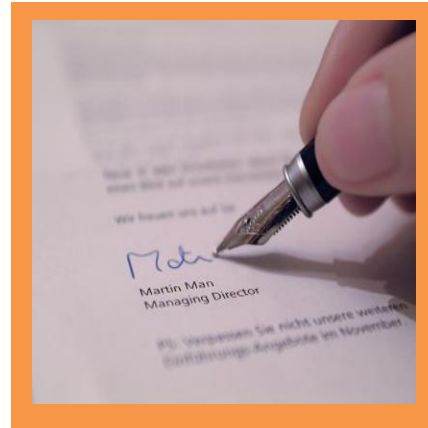
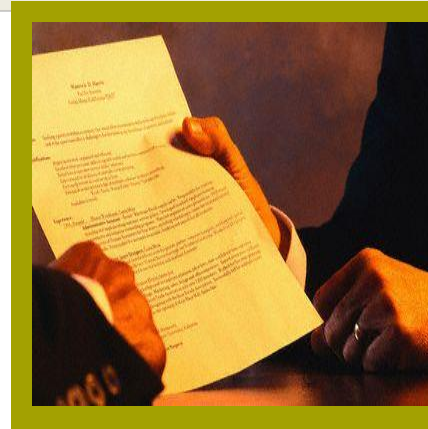


Cover Letter Guide



University of Dubuque Career Services

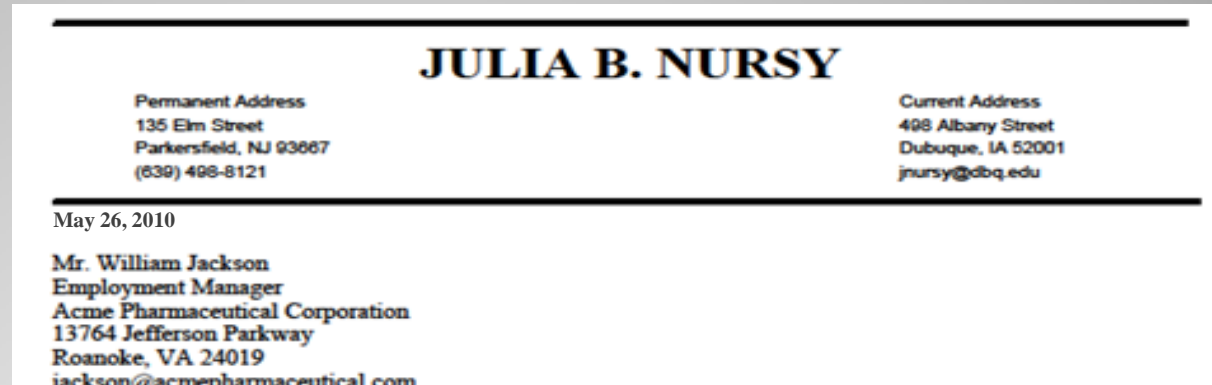
Enhancing Career Development & Exploratory Learning Opportunities

What a good cover letter should do:

- Serves as your first “conversation” with the employer, generating interest
- Introduces your resume
- Allows you to go into greater detail and can be used to explain away any inconsistencies or peculiarities about your resume
- Can open the door for an interview

Cover Letter Heading

- Option One
 - Use same heading as your resume heading



- Option Two
 - Use business standard heading

Julia B. Nursy
555 University Ave.
Our Town, USA 12345
newnurse@gmail.com
April 15, 200X

Sally Admin, PhD, RN
Director of Nursing
123 Street Apt. 66-Y
Good Samaritan Hospital
Our Town, USA
sadmin@goodhospital.org

Addressing Your Cover Letter

- Never address "To whom it may concern" or "Dear Sir or Madam"
- Look at the job description for a contact person to address your cover letter to
- Contact the company's human resources department and ask who should you be addressing your information to
 - If no name provided write "Dear Hiring Manager"

First Paragraph

- 1st Sentence
 - Attention grabber that establishes a connection with your reader, a probing question, or a quotable quote
 - Avoid being too cheesy though!
- 2nd Sentence
 - Briefly say what job title you are applying for and how you heard about the position (i.e. newspaper, online, etc)
- 3rd Sentence
 - State your respect for the company
 - Highlight an accomplishment of the company that you admire
 - OR Note the company's mission and your respect for it
- 4th Sentence
 - Very brief overview of who you are and why you want the position

Second/ Third Paragraph

- Recommended sentence
 - Make relevant points about your qualifications.
 - You should not summarize your resume!
- Recommended sentence
 - This is another place in your letter to highlight an area of this company that you are impressed by and incorporate that into why you want to work for them
- Recommended sentence
 - Show how your work experiences can be applied into the position you are applying for
- Recommended sentence
 - Describe your work ethic and try to show it with previous experiences

Last Paragraph

- **1st sentence**
 - Mention that you have enclosed a resume to further demonstrate how your experiences apply for what the employer is looking for
- **2nd Sentence**
 - State your follow up and initiate action by explaining what you will do next
 - Example: "I will contact you via phone by (date) to follow up on the status of my application and to discuss this position with your further"
- **3rd Sentence**
 - Encourage employer to contact you to set up an interview
 - Examples: I look forward to hearing from you.
I look forward to your response.
I look forward to your call
- **Last sentence**
 - Thank them for their time and consideration
 - Examples: Thank you for your time and consideration
Thank you for reviewing my qualifications.

Closing and Enclosures

- Closing
 - Sincerely,
 - Best Regards,
- Signature
 - ALWAYS sign your cover letter
- Enclosures
 - If including resume, application, references, at the end of the cover letter write:
 - Enclosures: Resume and References
 - Enclosures: Resume, Application, and References
 - Enclosure: Resume

Components of a Cover Letter

Date

Recipient's Address

Salutation

Paragraphs

- Entice Reader

- Your Skills

- Next Steps

Sign your name

JULIA B. NURSY

Permanent Address
135 Elm Street
Parkersfield, NJ 03067
(639) 498-8121

Current Address
498 Albany Street
Dubuque, IA 52001
jnursy@dbq.edu

May 26, 2010

Mr. William Jackson
Employment Manager
Acme Pharmaceutical Corporation
13764 Jefferson Parkway
Roanoke, VA 24019
jackson@acmepharmaceutical.com

Dear Mr. Jackson,

Passion. Dedication. Detail-oriented.

These are the attributes that drive me, and these are the attributes I will be to your work place.

From your company's web site I learned about your need for a sales representative in Dubuque, Iowa. I am very interested in this position with Acme Pharmaceuticals, and believe that my education and employment background are appropriate for the position.

While working toward my bachelor's degree, I was employed as a sales representative with a small dairy foods firm. I increased my sales volume and profit margin appreciably while at Farmer's Foods, and I would like to repeat that success in the pharmaceutical industry. I have a strong academic background in biology and marketing, and think that I could apply my combination of knowledge and experience to the health industry. I will complete my bachelor's degree in marketing from the University of Dubuque in mid-May and will be available to begin employment in early June.

Enclosed is a copy of my resume, which more fully details my qualifications for the position.

I look forward to talking with you regarding sales opportunities with Acme Pharmaceuticals. Within the next week I will contact you to confirm that you received my email and resume and to answer any questions you may have.

Thank you for your consideration.

Sincerely,

Julia B. Nursy

Enclosures: Resume and References

Consider using the same heading as your resume

Closing

Enclosures

Checklists for a good cover letter:

Never put "To whom it
may concern"

Be concise; limit to one
page.

Refrain from starting too
many sentences with "I."

Customize each cover
letter to a specific position

✓ Avoid coming across
desperate *"If you contact me,
it will make my day!"*

Reflect your strong
interest in the organization
to which you are applying

Don't restate exactly
what is in your résumé

Print the cover letter on
the same paper as your
résumé

**BE SURE TO SIGN
YOUR COVER LETTER**

Tips to walk away with...

- Discover what your company is proud of and mention in the cover letter how those beliefs align with your own beliefs
- Consider using the same header as your resume to give the reader a cohesive appearance
- Like your resume, have your cover letter reviewed several times. Errors are among the most common reasons employers throw out applications

UD CAREER SERVICES

Main Career Services Office

- ▣ 2nd Floor of Peters Commons
- ▣ Mon-Fri 8 am – 5 pm
- ▣ Email: career@dbq.edu

Career Service Satellite Office

- Library Room 105
- Mon-Fri 8 am – 5 pm
- Daily Walk in Hours Available

Amy Baus, PsyD

- ▣ Director of Career & Life Services
 - Office Phone 563-589-3132
 - Email: abaus@dbq.edu

Trina Landmesser, M.Ed.

- ▣ Career Development Specialist
 - Office Phone 563-589-3167
 - Email: tlandmesser@dbq.edu

Great Career Services Resource

The Career Vault

<http://www.dbq.edu/careerservices/CareerLib.cfm>

The Career Vault provides a wealth of career information, such as:

Download Vault Guides

Industry Career Guides, Industry Employer Guides, and Career Topic Guides

Vault Videos

Job Search & Interview Advice, Top Internships, Workplace Diversity, and Job Talk

Career Profiles

Career Outlook for 53 top career paths and input from professionals

Message Boards

Career Topic & Industry

Career Advice Articles

A Day in the Life, Interviewing, Sample Resumes, Graduate/Professional School, Internships, Job Search Strategies, etc...