

Cover Letters



Purpose of a Cover Letter:

- Tells why you want to work for the company
- Provides additional information on your skills and experience that are RELEVANT to the position
- Explains why you are the best candidate for the job

Cover Letter Tips:

Do This

- Create a one page unique letter for each opportunity for which you are applying.
- Minimize the use of starting every sentence with "I".
- Utilize the job description and named qualifications when speaking to your abilities.
- Address the letter to a specific person for a more personal feel.
- Know what the company does, what their mission is, why you are the best choice for the job.
- Highlight skills and experiences relevant to the position, using specific examples.
- Mention transferable skills from unrelated experiences or academics.
- Convey interest and enthusiasm for the position and the company.
- Write confidently by stating positive things about yourself, but ensure your letter is honest.
- Thank the reader for their time and follow up after applying with a phone call or email.

Don't Do This

- Create a generic letter to apply for all opportunities.
- Speak in generalities that do not show why your skills and experiences are a great fit.
- List skills without sharing where you learned them or used them.
- Share your skills and experiences in a bulleted list.
- Send the wrong letter to the wrong company.
- Rush the letter and make spelling or grammatical mistakes.
- Make your career letter a narrative of your background without tying those experiences to the position.
- Use the same cover letter for multiple positions.
- Focus on what the job can do for you.
- Repeat all of the same information from your resume.
- Don't make excuses for the skills or experience you don't have.

Formatting Tips:

- Use the same header (your name and contact information) that is on your resume.
- Use the same font and font size as your resume to create a consistent look.

Cover Letter Formula:

(Use the same header as your resume)

PISTOL PETE

1234 Main St.
Stillwater, OK 74078

(405) 555-5555
pistol.pete@okstate.edu

Date

Mr./Ms. Name - when possible or title if you can't find a specific person to address (i.e. Hiring Manager, HR Manager)

Title

Company

Street Address

City, State Zip Code

Dear Mr./Ms. Name:

Paragraph #1 – Your Introduction

- The focus should be the company and your interest in them.
- Name the position for which you are applying and indicate how you learned of the opening.
- State what you know about the organization and why you are interested in the organization.

Paragraph # 2 and 3 – Your experience and skills that are relevant to the position

- The focus of the body is the position itself and your ability to meet their needs.
- Tailor your letter to the specific needs of the employer and the requirements of the position.
- Highlight what you can do for the company and how your skills and experience will benefit their organization.
- Do not repeat all the information on your resume. Instead, focus on 2-3 key experiences that demonstrate the reasons why you would be an excellent choice for the position.
- Minimize the use of the word "I." Keep the letter focus on the employer, the job, and your ability to do the job.
- Sample formula that you could use: You are looking for someone with XXX skill, I have XXX skill gained from XXX experience.

Final Paragraph - Your closing

- Keep it simple.
- Include a call to action, for example let them know that you would like to interview for the position and that they can feel free to contact you at their convenience.
- Thank the reader for taking time to read your letter and for thoughtful consideration of your application.

Sincerely,

Signature

Your Name - Printed



Cover Letter Example 1:

PISTOL PETE

1234 Main St.
Stillwater, OK 74078

(405) 555-5555
pistol.pete@okstate.edu

Today's Date

Ms. Jane Doe
College Recruiting Manager
Big Company, Inc.
999 Major Highway
Dallas, TX 75001

Dear Ms. Doe:

After learning of your Systems Analyst position through the Oklahoma State University career fair, I looked further into the job posting you had on your web site. Big Company's work and reputation in the Dallas market is impressive. You are a leader in the industry, developing new applications to address the requirements of tomorrow's financial institutions. My background, skills, and goals are a perfect match for those outlined in the position announcement. I am certain I would be a valuable asset to furthering your success in Texas. As such, please accept my application for the position of Systems Analyst in your Dallas office.

You are looking for someone with strong computer skills, as well as an understanding of finance. With a bachelor's degree in Management Information Systems and a minor in Finance, I am confident that my skills are a match to the skills you desire. My first internship provided valuable exposure to financial systems used in a savings and loan company. In my second internship with a large commercial bank, I was responsible for writing programs for financial analysis and for troubleshooting network problems. In a short time, I was even asked to train six new employees on the organization's hardware and software systems.

During my time as an undergraduate, I worked part-time while maintaining a 3.5 GPA. It is this work ethic and dedication I hope to bring to your organization. Along with my academic achievements, I was the President of the Multicultural Student Association in which my role was to organize and lead meetings for a membership of 50+ students.

I am very interested in your Systems Analyst position, and would like to visit with you further about my qualifications and to learn more about the position. Please feel free to contact me at your convenience if you have any questions or would like to schedule an interview. Thank you for your consideration of my application.

Sincerely,

Pistol Pete

Pistol Pete



Cover Letter Example 2:

PISTOL PETE

pistol.pete@okstate.edu

(405) 555-5555

linkedin.com/pistolpete

Today's Date

John Smith

Title

Company's Name

Street Address

City, State Zip Code

Dear Mr. Smith:

As someone who utilized Career Services during my undergraduate experience at Oklahoma State University, I was excited to learn about the opening with the student service team as a Career Coordinator. I believe that I have the skills and the passion to excellently serve the students of OSU. Please accept my application for the Career Coordinator position at OSU's Career Services.

It was vitally important for me to understand my passions, interests, skills, and personality as I decided on a major and ultimately my future career path during my freshman year of college. I have first-hand experience of meeting with a career coordinator and seeing the impact that they had on my career path. With their help and guidance, I was able to secure a job shadowing experience and an internship during my junior year at Big Brothers Big Sisters of Stillwater. These personal experiences only deepened my love and passion for helping people. I am grateful I had the opportunity to develop as a professional during my undergraduate studies, and I am excited about the opportunity to help other OSU students develop into professionals while on campus.

In the Career Coordinator position, you are looking for someone who can provide individual career consultation to a variety of students. During my internship with TRIO, I needed to make meaningful connections with students and guide them in their educational pursuits and help them find the resources needed to make them successful at OSU. I was able to see how making important valuable personal connections with students and families had the ability to change the course of that student's life. As a Career Coordinator, it would be critical to be approachable, knowledgeable, and have the desire to help a student. I have gained the skills to be approachable, organized, and develop clear oral and written communication through the many group projects I excelled in during my collegiate career.

While pursuing my college education, I worked as a Resident Assistant, a Campus Tour Guide and have had several years of experience in public speaking. I have dedicated my passion, invested in experiences, and pursued an education that honors my core values – education not only changes lives, but generations. I am excited about the prospects of working at my alma mater, Oklahoma State University and being part of the Career Services' family!

Sincerely,

Pistol Pete

Pistol Pete



Cover Letter Example 3:

PISTOL PETE

1234 Main St. Stillwater, OK 74078
(405) 555-5555 | pistol.pete@okstate.edu

Today's Date

First and Last Name of Recruiter

Job Title

Company's Name

Street Address

City, State Zip Code

Dear Ms. Last Name of Recruiter:

Currently, I am a junior Entrepreneurship major at Oklahoma State University and I have a passion to help students succeed. I have always dreamed of working in higher education and have the opportunity to influence college students. The combination of personal development, education, and supporting students are elements that I am looking for in a future career.

Since I was young, I knew I had a passion to help people and serve a great cause. For the last several years, I had the greatest privilege to serve as the Big Sister to a little girl in Stillwater. Through the organization of Big Brothers Big Sisters of America, my eyes have witnessed the evolution of how one hour a week can completely transform shyness into confidence and conversation into relationship. During my undergraduate studies, I have also come to realize that knowledge is power. Whether it is a psychological theory or a marketing technique, people find the greatest success when they are informed and continue to learn and enhance their personal growth. This internship opportunity with LASSO would allow me to continue my own professional growth and also assist with seeing other college students succeed. Through my part-time job last year, I had the opportunity to work with college students directly in the Athletics Department. This experience and my passion for changing lives has only instilled in me the desire to work with college students full time.

Not only do I believe that I would be an ideal fit for this internship, based upon my diligent drive and professional nature, but also I possess the necessary spirit and interest in this area. This experience would be an exemplary way for me to learn and grow while also fulfilling a personal desire to help others.

Thank you so much for your time and thoughtful consideration for this internship. If you would like to set up an interview, please feel free to contact me by phone at 405-744-5253 or email at pistol.pete@okstate.edu.

Sincerely,

Pistol Pete

Pistol Pete



Cover Letter Example 4:

Pistol Pete

1234 Main St. • Stillwater, OK 74078 • (405) 555-5555 • pistol.pete@okstate.edu

Today's Date

Hiring Manager's Name

Title

Company's Name

Street Address

City, State Zip Code

Dear Hiring Manager:

As a full time graduate student and a Graduate Teaching Assistant, I am currently pursuing my Master's in Telecommunication Management at Oklahoma State University graduating in May of 2021. I understand that Apple is looking for a Senior Systems Engineer at your New Zealand location, and I am writing to you with regard to this position.

As a potential candidate, I offer more than three years of industry experience in administration of client-facing and internal production of the Windows system and supporting infrastructure, maintaining internal systems related to client server provisioning, monitoring, security, backup, disaster recovery, virtualization, and authentication. I have worked with organizations with global outreaches in the IT industry as part of Service Delivery, Technical Issue Analysis, Knowledge Transfer and Customer Support. Additionally, I have first-hand experience from my internship at a prominent technology company of providing emergency response as needed to correct system failures and support 24/7 operations, providing systems design guidance to both customers and internal teams, and leading and executing both client and internal projects. I pride myself as being an amiable person, with effective organizational and time-management skills. This enables me to work with both customers and colleagues with the same degree of sophistication.

The experience I have gained along with my current skill-set will contribute positively to Apple's mission to provide peace of mind to enterprise and web-centric organizations by building and managing infrastructure that support their security, compliance and business requirements.

I would be happy to discuss my potential in this role with you! Please feel free to contact me at your earliest convenience.

Thank you for your time and consideration.

Sincerely,

Pistol Pete

Pistol Pete

