

Cover Letter

Create Cover Letter Using: <https://nccu-csm.symplicity.com/students/>

About Cover Letters

Cover Letters are just as important as your resume. This writing sample should highlight your skills and experiences and are relevant to the job or industry. We highly recommend that you send a cover letter whenever you apply for a job or internship.

Basic Tips

- No longer than one page and no more than 4 paragraphs.
- Address your letter to a specific person - the person with the power to hire you. Get their name and title correct.
- Tailor your letter to the requirement of the position and the employer's needs. Know your reader and his/her organization.
- Send an original letter, not a copy. If faxing or emailing a letter/resume, always send an original in the mail.
- Your letter should be easy to read, printed neatly on a single page of good quality paper (8.5X11 matching your resume paper) and free of spelling, punctuation and grammatical errors.
- Write each letter in your own words, not something you cribbed out of a book. Canned letters get canned responses or no response at all.
- Proofread, proofread, proofread!!! Then have someone else proofread it for you. Do NOT depend on spell check and grammar check on the computer. Drop it off in Career Services for a critique. Don't depend on your own proofreading!!!
Adapted from UNCW.edu

Effective Cover Letter Formula

Paragraph One – Introduction

Who are you and why are you writing? Reveal your purpose and interest. Identify your position and your source of information. Introduce your themes.

Paragraph Two – Highlight of Qualifications

How has your education, previous employment, or other experiences prepared you for the position? Outline your strongest qualifications that match the position requirements based on the themes you selected. As much as possible, provide evidence of your related experiences and accomplishments. Refer to your Resume.

Paragraph Three – Connection to the Company

Why is this company or job a good fit for you? Suggest an action plan. Request an interview, and indicate that you will contact the employer at a specific time period.

Paragraph Four – Closing Statement

How interested are you and where can you be reached for an interview? Express your appreciation to the reader for his or her time and consideration.

Adapted from: Jobweb.com and [NACE Job Choice](http://NACE.org)

Your Address

Date

May 15, 2003

Sample Cover Letter

<https://nccu-csm.symplicity.com/students/>

Ms. Sharon Burns

Managing Editor

Hamilton Journal-News

721 Wabash Ave.

Hamilton, OH 40446

Dear Ms. Burns:

In response to your recent advertisement in the Georgetown University Blue & Gray, I am applying for the position of general assignment reporter. At a recent Associated Press Managing Editors conference you discussed with me the idea of implementing a minority affairs beat in the Hamilton Journal News. I admire your determination to respond to recent pressure and complaints from within the community to address such a need. I am particularly impressed with the philosophy of your organization with regard to diversification and, therefore, would like to begin my career with your newspaper.

This position requires individuals to be independent, have college newspaper experience, and be able to handle assignments under deadline pressure. While completing my English major at North Carolina Central University, I have demonstrated my strong writing skills. These skills are evident by my experience as a reporter for The Campus Echo newspaper. I contributed articles to the general assignment desk and was assigned to the minority affairs beat where I often worked under pressure to meet strict deadlines. I believe my strong work ethic and sense of independence will be beneficial to your newspaper.

My resume is enclosed for your further consideration. I hope to meet with you soon to discuss employment possibilities with the Hamilton Journal News. If you have any questions, please do not hesitate to call me at (202) 555-8642 or via e-mail at booberry@eagles.nccu.edu. Thank you for your time and consideration.

Sincerely,

Johanna K. Berry

Enclosure