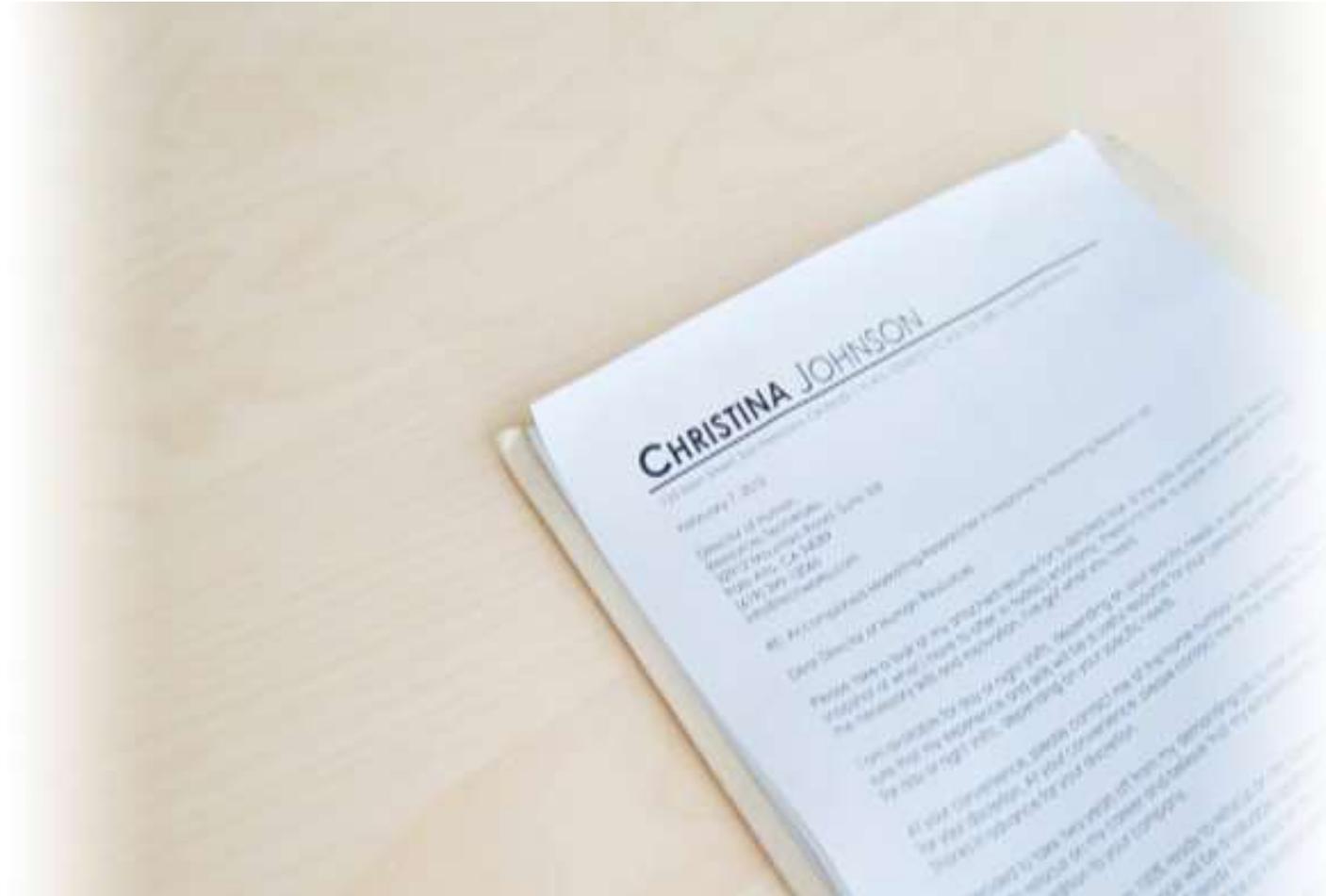


The Art of Writing a Cover Letter



What is your experience with Cover Letters?



What is the purpose of a Cover Letter?

- Introduce yourself & your resume
- Identify position you're applying for
- Highlight strongest skills & experience
- Pique the employer's interest



Layout & Format

- Follow standard business letter format
- Match font type & size of resume
- Keep to one page

Address & Salutation

- Personalize when possible
 - Avoid “Dear Sir/Madam” or “To Whom It May Concern”
 - Call for hiring manager’s name and pronouns
- Formal salutation: “Dear Ms. Smith:”
 - If unsure of pronouns, use full name: “Dear Sam Smith:”
- Include full name, title, organization address
- Verify spelling of names and organizations



1021 Dulaney Valley Rd
Baltimore MD 21204
studentemail@goucher.edu
443-555-5555

Today’s Date

Stephen Wallis
Goucher College
The Exploration Hub
1021 Dulaney Valley Rd
Baltimore, MD 21204

Dear Stephen Wallis:

Key Points

- Can be read in less than a minute
- Individualize for specific position and organization
- Showcase your personality
- Mention referrals and contacts
- Should always accompany resume, never on their own



1

Salutation &
Opening
Paragraph

2

Body
Paragraph(s)

3

Closing Paragraph &
Signature

Opening Paragraph

1

- Get reader's attention – creative & appropriate
- Highlight why this organization
- Mention referral (if applicable)
- State position applying for and summarize skills you bring

Dear Stephen Wallis:

As someone who prides herself as an engaged member of Goucher's community, I would like to utilize my office management skills to become a student assistant for the three offices of The Exploration Hub. The Exploration Hub is a space that I have used to branch out within and beyond the Goucher community. It offers a unique opportunity for engagement with Goucher's resources, campus, and community. I am an ideal candidate for this position, as I possess interpersonal, administrative, event planning and organizational skills.

Body Paragraph(s)

- 1-2 paragraphs of skills that explain the skills you mention in your opening paragraph that match what the employer needs
- Provide evidence to back-up – use specific examples
- Do not repeat or simply list experiences
- Showcase writing style and personality as appropriate
- “I” Statements – limit use, be strategic



As a camp counselor and receptionist, I operated with a high level of responsibility and accountability when handling campers' paperwork while also communicating professionally and effectively with parents, guardians, staff members and the campers. While working at another office on campus, I refined my organizational skills by assembling necessary paperwork to create a comprehensive orientation experience for students. My event planning skills were cultivated as an executive member of a Goucher student club, where I worked with our advisor, other executive members, and OSE to plan and execute a multitude of events. Designing social media posts relevant to various audiences was a key to the success of our events.

Closing Paragraph



- Thank reader for their time and consideration
- A chance to restate interest and fit

With my organizational, clerical and interpersonal skills, along with my love for event planning and management, I am the ideal student to work as a student assistant with The Hub. Thank you for considering my application and I look forward to discussing it with you.

Sincerely,

Awesome Goucher Student

1021 Dulaney Valley Rd
Baltimore MD 21204
studentemail@goucher.edu
443-555-5555

Today's Date

Stephen Wallis
Goucher College
The Exploration Hub
1021 Dulaney Valley Rd
Baltimore, MD 21204

Dear Stephen Wallis:

As someone who prides herself as an engaged member of Goucher's community, I would like to utilize my office management skills to become a student assistant for the three offices of The Exploration Hub. The Exploration Hub is a space that I have used to branch out within and beyond the Goucher community. It offers a unique opportunity for engagement with Goucher's resources, campus, and community. I am an ideal candidate for this position, as I possess interpersonal, administrative, event planning and organizational skills.

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With my organizational, clerical and interpersonal skills, along with my love for event planning and management, I am the ideal student to work as a student assistant with The Hub. Thank you for considering my application and I look forward to discussing it with you.

Sincerely,

Awesome Goucher Student

Example & Resources

Find additional resources
at the CEO:



**CAREER
EDUCATION
OFFICE**

Cover Letter Checklist

- Format (business letter/3 parts)
- Address/Salutation appropriate
- Attention grabbing introduction
- Relevant experiences, not verbatim from resume
- Skills and examples included
- Thoughtful closure



What to write - review the job description

The Career Education Office is looking for students to manage front desk operations and assist with special projects.

Core Responsibilities:

- Field all phone calls and in person inquiries: make appointments, answer questions when able, and/or direct students to appropriate staff member
- Organize and maintain the front reception area

Additional responsibilities may include:

- Create engaging social media postings for Facebook, Instagram, and Twitter accounts
- Assist in the planning and execution of events (Including but not limited to: Job Fairs, information tables, Coffee Chats)
- Assist all staff with various administrative tasks as assigned (Including but not limited to: data entry, emailing, scanning)

Qualifications

- Attention to detail
- Customer service/communication skills
- Organizational skills
- Ability to maintain confidential information
- Knowledge of Microsoft Office Excel and Word and ability to learn new computer programs quickly
- Familiarity with the CEO is useful

To whom it may concern,

I am reaching out to you today because I am interested in the Exploration Hub student worker position. I think I would be a valuable asset to the Hub team because I have experience in customer service (in person, on the phone, over email) and I enjoy fulfilling customers' requests. At the post office, I served customers with various tasks and problems at the front desk.

I also have a lot of experience speaking on the phone both scripted and unscripted. I am very comfortable with technology and while I am familiar with Microsoft Office, I easily adapt to other programs. I have visited the Hub several times before and have a familiarity with its services. I'm really excited to hear back from you and become a part of the Hub! Thank you for your time and have a great day!

Chris Hoffberger

Example

2

Mohammed P. Selz
mohammed.p.selz@mail.goucher.edu
(555)555-5555

Goucher College Career Education Office

25 July 2019

RE: Exploration HUB Student Assistant

Dear CEO,

As a motivated and well-rounded Goucher College rising senior, I am extremely interested in submitting an application for the Goucher College Exploration HUB Student Assistant position.

For the past several years at Goucher College I have worked under for another office on campus. My supervisor recently left Goucher and budgeting is tight for this year.

The experience I've gained while working at this office includes:

- Efficiency in Microsoft Word, Excel, Outlook, etc.
- Working with other students information and ensuring all information is kept confidential
- Sending and replying to emails and phone calls in a professional manner
- Setting up events and workshops for the students

I have worked in customer service for 3 years in the food industry. This has taught me to:

- Remain professional and keep my composure under all circumstances
- Ensure that all customers I come in contact with are taken care of
- Maintaining a healthy work environment by completing my assigned tasks

My employers have all commended me for my hard work and dedication to every job I do. I am always open to learning new things and taking on challenges in order to expand my skill set and experience. All of my employers can be contacted to provide more information about my ability to meet the responsibilities of this job. If you need my food industry resume as well, please do not hesitate to ask.

I would appreciate the opportunity to come in for an interview and go over my application. I can be contacted at any time by the email or number I provided above.

Thank you,

Mohammed P. Selz

CAREER EDUCATION OFFICE

Example

3

What do we like about this example? What needs work?

Nyala Dorsey

(410) 555-5555 • Student@mail.goucher.edu
1021 Dulaney Valley Rd. Towson, MD 21204

28 July 2019

Goucher College
Career Education Office
1021 Dulaney Valley Rd.
Towson, MD, 21204

Dear Sir or Madam,

I am writing to apply for the Exploration Hub Student Assistant position posted on the Goucher Recruit website. Enclosed, please find a copy of my resume.

I am a rising sophomore studying Education at Goucher College. I have worked as a babysitter since I was 13 years old and worked at a fast food restaurant in the area my sophomore year. These experiences have taught me a great deal about responsibility, reliability, and organization. This past summer, I volunteered for a week in a teaching role in Belize. I served as the primary photographer for the program and was in charge of creating videos for their social media accounts. This experience opened my eyes to so many new issues and allowed me to meet and work with some of the most genuine, appreciative children I have ever met.

My biggest strength is my organizational skills. I am very particular when it comes to keeping things orderly and presentable and like to keep everything neat and in place. I work very well with other people and have great communication skills and telephone etiquette. I am also extremely knowledgeable about Microsoft Office, having used it all throughout grade school and high school, but can easily figure out new programs as well. I am very flexible and professional when it comes to working with others and have very good time management skills.

I have really enjoyed my time at Goucher thus far and would love to be even more involved in this community. I look forward to hearing from you and I am happy to meet at your convenience.

Sincerely,
Nyala Dorsey

A quick word about ChatGPT

ChatGPT can be a tool to help you get started, as your "on-demand thinking partner" (Jocelyn Chong, Cal Poly Pomona). All results must have your thorough review and editing.



Prompts for Cover Letters

- What are the top 3 skills in this (**cut/paste job description**) that I should address in my cover letter?
- Write a statement for each of those 3 skills based on my **resume (cut/paste experiences only)**
- Identify the title of person to whom the letter should be addressed based on (**cut/paste job description**). You will then need to search the web for a specific name.

General Limitations

- May use industry lingo that does not align with your experience or could be different than what you are pursuing
- May estimate or make things up, so review all content and edit to ensure statements accurately reflect your skills and talents
- It's not you (a human), so make sure the tone and language matches your style and represents who you are

CAREER EDUCATION OFFICE

 *Career Education Office | Resources by Topic*

RESOURCES BY TOPIC

If you'd like help or want to discuss these topics further with a CEO staff member feel free to [schedule an appointment in Handshake](#).

SHOW ALL

SELF-ASSESSMENT

RESUME

CURRICULUM VITAE (CV)

JOB SEARCH

COVER LETTER

NETWORKING

INTERVIEWING

INTERNSHIPS

GRADUATE SCHOOL

- PowerPoint: Cover Letter Writing
- Cover Letter Samples
- Handshake How Tos: Uploading a Document (Youtube Video)
- Tips for a Standout Cover Letter

Internship Accelerator

Resources by Topic

Handshake

Make an Appointment in Handshake

Our Staff

Resources for:

Alumnae/i

Employers

Faculty & staff

Talk to Us

Considering Goucher? Tell us your interests, and we'll share information relevant to you.

What's one new thing you learned from this session?



What's one thing you still would like to know about cover letters?