

Cover Letters



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Cover Letter Outline

Your full address
City, State Zip

Today's Date

Name of Employer
Title of Employer
Organization name
Full Address

Dear Mr./Ms. _____: (Call ahead to ask for a specific person to address the letter to.)

Introductory Paragraph

State the job you are applying for and how you heard about the position. Mention specific things you know about the company and why you specifically want to work for them. You might mention your connection to their organization and/or drop names of people you've talked to there. Introduce your unique traits or qualifications (no more than 3) that make you ideal for the position.

Second Paragraph

Elaborate on your top skills for the position and provide specific examples of each. Put the proof behind your statements with a clear description of your background or accomplishments and how they would benefit the organization. Do not reiterate the resume, but reference points from the resume giving more detail or summarize highlights from the resume.

Closing Paragraph

Briefly summarize why you will be an asset to their organization. Unless they have instructed otherwise, indicate you will be calling to follow up in a certain amount of time. Indicate your interest in the position and in meeting for an interview. Thank them for their time and consideration!

Sincerely,

Your signature followed by your full name typed

Enclosures: Resume, References

UNIVERSITY OF MINNESOTA

The University of Minnesota is an equal opportunity educator and employer. This material is available in alternative formats upon request.

Cover Letter Sample

1315 Cool Place
Saint Paul, MN 55108

October 18, 2006

Ms. Wilma Hire
Human Resource Manager
ABC Corporation
15000 Great Job Road
St. Paul, MN 55117

COVER LETTER TIPS

- 94% of employers prefer only 1 page
- Tailor to each position
- Focus on your skills, rather than what you will learn/gain from the position
- Use the same font style as your resume
- Be sure it is grammatically perfect

Dear Ms. Hire,

Thank you so much for taking time to talk to me about the Marketing Internship at ABC Corporation at the career fair yesterday. I really enjoyed hearing about the fast growth and the vibrant atmosphere at ABC as they fit well with what I am looking for in a company. Please accept this cover letter and resume for application to the Marketing Internship. I believe the combination of my education, previous marketing experience and computer skills make me an ideal candidate for the position.

Currently, I am completing my junior year at the University of Minnesota. In May of 2010 I will receive my Bachelor of Science degree in Applied Economics with an emphasis in Marketing. In addition to my marketing-focused education, I have enhanced my marketing skills in my role as a Community Advisor. In this position, I work over 30 hours per week designing, marketing and promoting weekly activities and programs for the 100 residents of my hall. Our marketing strategy included posters, table tents, e-mail reminders and various other promotional tools.

The recent product launch at ABC Corporation, make it a very exciting time for the marketing department in your company. My interest in better utilizing technology as a marketing tool fits nicely with your department goals. I feel my coursework and experience with emerging technologies could be an asset to your organization.

I believe that I could make a strong contribution to your organization with my promotions and marketing background and my computer skills. I will contact you within a week to ensure you have received all the necessary materials and to discuss our next step. Please feel free to contact me at 651-222-3333 or via e-mail at anita@umn.edu if you would like further information. Thank you for your consideration.

Sincerely,

Anita Future (Signature)

Anita Future (Typed)

Enclosures: Resume and Transcripts