

COVER LETTERS

Unless you hand-deliver your résumé to *the person* who will actually be doing the hiring, you **MUST** include a cover letter. The letter should be typed and laser-printed on the same type and color paper as your résumé, in business letter format. The heading of your cover letter should match the heading of your résumé.

If submitting a résumé electronically, you should consider the body of your email as the cover letter.

A cover letter should be 3 or 4 paragraphs only. Do not just reiterate your résumé. Instead, focus on several key areas and go into detail, including what you did, what you learned, and what you accomplished. Be sure to tailor your cover letter to the specific company and/or job that you are applying for. Research the company or include sentences that correspond to job duties or qualifications from the posted job description.

Never address your letter "To Whom it May Concern" unless you do not care if you don't get the job. If you don't know whom to send the letter to, phone and request the name of the person who is responsible for hiring entry-level professionals in your area. Be certain to get the name and title (and correct spelling). Whenever possible, avoid sending your letter to the personnel department as they generally do not have hiring power - only the power to screen you out. You can also check the Internet or book directories to find names of people to contact.

Paragraph I - Your opening statement should state the purpose of your letter (your objective). Mention a name if you have permission (e.g., John Smith recommended I contact you...). You should also mention how you heard about the job and why it interests you.

Paragraph II - Stress any particular strengths you have which qualify you for the job. It can be effective to expand on one or two experiences listed in your résumé, but do not repeat information word for word. This section could be more than one paragraph.

Paragraph III - Indicate your desire for a personal interview, repeat your telephone number, and offer any assistance to help in a speedy response. It is also a good idea to follow up each résumé and cover letter with a telephone call. If you plan to do this, you can state in the final paragraph when you will be calling the company.

NOTES:

COVER LETTER SAMPLE

JIM SMITH
1234 Some Street, Sacramento, CA 91702
(123) 456-7890 jsmith@gmail.com

January 7, 20XX

Mr. Andrew Hur
Putnam, Hayes, & Bartlett, Inc.
10940 Wilshire Boulevard, Suite 1500
Los Angeles, CA 90025

Dear Mr. Hur:

I am writing in regard to the Research Assistant Position. I am interested and excited about the position at Putnam, Hayes, & Bartlett, Inc. because it offers an ideal opportunity to expand my knowledge of the consulting profession.

As an Economics major at Pomona College, I have taken a variety of courses preparing me for a career in economic and management consulting. In Public Finance and Labor Economics, I studied cost-benefit analysis and labor structures. Currently, in Industrial Organization, I am learning the intricacies of corporate institutions. I have also taken several communications and persuasion courses which will help me to work effectively on project teams and with clients. I enjoy using computers and have extensive experience with application software. As can be seen through my academic record, I love to be challenged, to work hard, and to excel. I have supplemented my education with an assortment of internships and summer employment. Through these experiences, I have been able to express my creativity and enhance my analytical abilities. In both academics and employment, I am self-motivated and dedicated. I work not only until the job is done, but also until it is done well.

I am very interested in working as a Research Assistant, for I feel that my abilities and interests will help me to succeed at Putnam, Hayes, & Bartlett, Inc. I will be in town the week of March 19th and would like to meet with you to attain more information about your organization and to further discuss my qualifications for the position. I will be calling you in two weeks to schedule an interview. However, if you need any more information from me, or if you have any questions, please feel free to call me at (213) 345-3456.

Sincerely,

Jim Smith

Enc