

### Cover Letter

Cover letters do more than introduce your resumé. A cover letter's importance also includes its ability to:

- Explain your experiences in a story-like format that works with the information provided in your resumé
- Allow you to go in-depth about important experiences/skills and relate them to job requirements
- Show the employer that you are individualizing (tailoring) this job application
- Provide a sample of your written communication skills

Important elements and order:

- Start with left-alignment and 1" margin
- Student name and address
- Date
- Address of employer
- Salutation (Dear \_\_\_\_\_: )
  - Do research to find whom your letter will go to. Don't ever put "To Whom it May Concern"
- First paragraph (I am applying for the \_\_\_\_\_ job at your company, \_\_\_\_\_)
- Middle paragraph (describe your qualifications)
- Conclusion paragraph (Thank you in advance. I will contact you....)
- Closing (Sincerely, name, signature, and enclosure listings)

\*\*\* Cover letters are single spaced with a space between each major section and paragraph. Have 3 spaces between the closing line and the typed name.

### Resumé

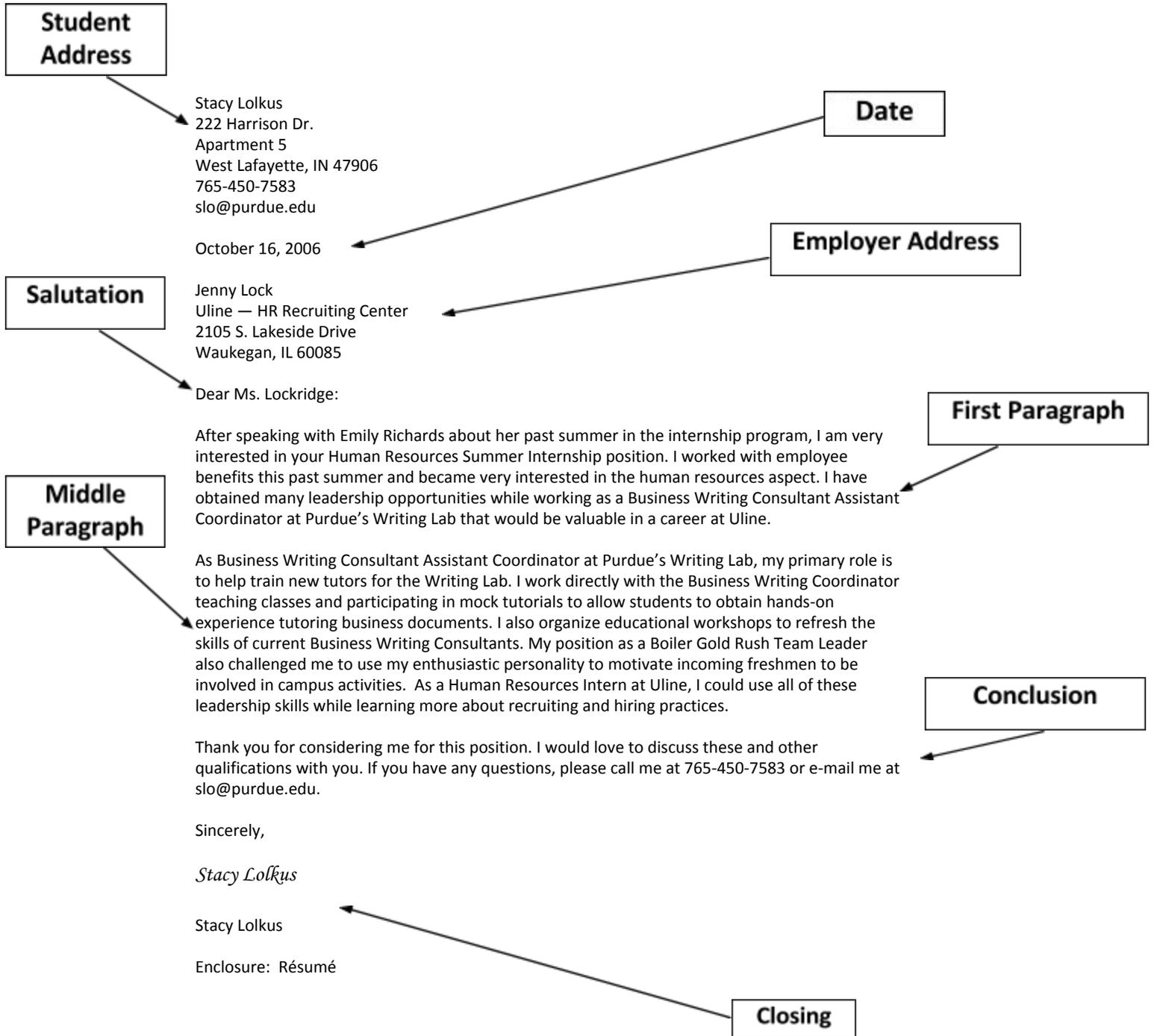
Elements to include:

- Name of applicant
- Contact information (present addresses, phone number, email address)
- Objective (optional)
  - Brief and to the point, or detailed description of desired position and qualifications
- Education
  - Degree type, date graduated, school/institution and general address, minor (if applicable)
- Experience (make sure to use action words when describing your experience)
  - Type of experience (server, swimmer, etc.), dates of experience, experience and general location, details regarding experience
  - Use active, interesting verbs
- Honor & Activities
  - List

\*\*A few things to remember:

- The ultimate goal is to get an interview.
- Reorganize your resumé if needed. Cater it to the company you're applying to work for
- White space is good (it makes it easier to read).
- Use a basic, readable format; keep it simple, but professional.
- Cover letters and resúmes are an art form, so get creative on the font, formatting, and style!

Cover Letter Example:



Source: Purdue Online Writing Lab, 2009.

# Chris Q. Surname

**Campus Address**

1234 Waldron Avenue  
West Lafayette, IN 47906  
(317)-123-4567  
chrisq@email.address.com

**Permanent Address**

1234 Oriole Trail  
Long Beach, IN 46360  
(219)-123-4567  
http://web.address/~chrisq

**Contact Information**

**Objective**

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A sales and marketing internship allowing me to utilize my leadership and communication skills and apply my knowledge of the healthcare industry.

**Education**

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**Purdue University, West Lafayette, IN** May 1999  
Krannert School of Management  
B.S. in Management  
Marketing Minor  
Human Resources Minor

**Familiar Computer Applications**

Microsoft Office Netscape  
Communicator  
Microsoft Access Internet  
Explorer

**Special Course Project**

- Acted as client liaison for Memorial Hospital as part of Business Writing team project
- Conducted research and prepared report on more efficient communication systems

**Volunteer Service**

**Volunteer**, Memorial Hospital Pharmacy, Michigan City, IN December 1993-May 1994

- Prepared prescriptions to meet diverse needs of patients and customers
- Ordered various pharmaceutical products from different suppliers, handled billing
- Offered over 100 hours of volunteer service in health care facility

**Experience**

**Work Experience**

**Cashier**, Alvin's Supermarket, Michigan City, IN May 1995-August 1997

- Trained new employees in customer relations and efficient money handling
- Balanced cash register drawers and maintained high level of accuracy
- Assisted manager with inventory and ordering procedures

**Sales Associate**, Nana's Cottage, Michigan City, IN July 1992-November 1994

- Balanced registers and opened/closed store in a responsible manner

**Leadership Activities**

Old Masters Delta Sigma Pi Professional  
Fraternity Krannert Employers Forum Hostess  
• Central Committee Co-Chair Management  
• Hostess  
Ambassadors  
• Publicity Purdue Water Ski  
Club  
Delta Gamma Sorority March of Dimes

**Honors & Activities**

**Source: Purdue Online Writing Lab, 2009.**