

Cover Letters

The cover letter serves as an introduction to your resume. A well-orchestrated cover letter tells the prospective employer why you are interested in the company or position you are applying for, provides an effective summary of your skills and experience in relation to the specific position of interest, and prompts further contact. In short, the cover letter illustrates what a perfect match you'd make! Be aware that your letter also provides the employer with insight as to your communication abilities and attention to detail, therefore, compose your letter carefully and proofread before sending.

Career Center Calendar

Check <http://www.cpp.edu/~career> for current dates, times and locations for Drop-In Advising, workshops and career events.

“Drop-In Advising”

Brief, 10-15 minute sessions with a Peer Advisor who can provide you the tools and resources to be successful. No appointment necessary!

Monday-Friday: 11am-3pm

Summer Hours:

Please call office for hours
909-869-2342

COMMONLY ASKED QUESTIONS:

When do I include a cover letter?

In most cases, when submitting a resume, a cover letter is expected. Unless you are attending a job fair or have been directed not to provide a cover letter, it is appropriate to do so.

What about email and online resume submission?

When emailing your resume, your cover letter becomes the email message. Simply type your letter in the body of the email (do not send as an attachment). When submitting your resume online, follow the instructions provided. Some company websites and job banks provide additional space for including a cover letter or statement of introduction, or, offer an option to submit additional documents.

To whom should my letter be addressed ?

Whenever possible, address your letter to a specific person by name, keeping in mind that it is a good idea to confirm the spelling and title of those you are writing to. When addressing letters to women, whose marital status is uncertain, use the title “Ms.” If the recruiter or hiring manager’s name is not available, your letter may be addressed to “Dear Human Resources Professional” or “Dear Hiring Manager”.

FORMAT:

Keep it to one page, 3-4 paragraphs tops: The first paragraph should state your purpose for writing. In the middle paragraph or two, summarize your qualifications and highlight your strengths in relation to the job. Show your interest in the position and the company. Your closing paragraph should reiterate your interest and convey your appreciation for the reader’s consideration.

TIPS for SUCCESS:

- Your cover letter should compliment your resume; duplicate the header that appears on your resume and use the same font style and paper
- Customize your cover letter to fit each job; form letters do not create a positive impression
- Before writing, review the job posting; include those qualifications that you possess which show that you are a match to the stated requirements
- Be factual; do not misrepresent your qualifications
- Use first person narrative, however, avoid beginning each sentence with “I”
- Show confidence and take a proactive vs. passive stance, for example “I *look forward* to hearing from you soon” rather than, “I *hope* to hear from you soon”
- Spell check and review your letter, better yet, have someone else review your letter as they are more likely to catch mistakes
- Remember to sign your letter before sending

SAMPLE COVER LETTER

First Paragraph—State the reason for the letter, the specific position or type of work for which you are applying, and the source of awareness/contact with the company (Career Center, new media, friend, official website, career fair).

Second Paragraph—This paragraph should demonstrate your qualifications. Communicate what you can do for the organization as an employee/intern and why they should hire you. You may want to highlight particularly relevant aspects of your resume, experience and/or educational preparation. You can also include relevant skills or qualifications that you did not include in your resume.

Third Paragraph—This paragraph is designed to show interest. Indicate why you are interested in the position, the organization, and its products or services; refer to research you have conducted on the position and employer. Try to stimulate interest in you as a possible employee/intern.

Fourth Paragraph—In the final paragraph, you ask for action. Indicate your desire for an interview and flexibility as to the time and place. You may want to indicate that you will follow-up with a phone contact on a particular day or week to arrange an interview. Be positive in your attitude. Expect an interview.

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(909) 869-xxxx

June 9, 20XX

Learn by Doing Center
Full Name, Recruitment Manager
3801 W. Temple
City, CA 90049

Dear Mr. Smith:

I read with interest your job announcement for a full time Management Trainee, listed on Handshake through the California State Polytechnic University, Pomona Career Center. I believe I am a strong candidate for the position as a graduating college student who possesses the skills you are seeking.

I will receive a Bachelor of Science degree in Business Administration this June. My job experiences are robust and include an internship as sales trainee in a retail store. Part of the training included development of store merchandising, system integration for inventory monitoring, and customer engagement. My courses supplement my work experience and provides a foundation of business familiarity, analytical capability and effective communication skills. Finally, my campus activities included an Executive Board role for my club organization where I created and directed several projects and events to increase club participation and membership.

The prospect of joining the Learn by Doing Center is exciting because of my awareness with the mission of your organization and professional training for your future leaders. The Management Trainee program will enhance and develop skills which are valuable in the field.

I believe my education and experience is an excellent match to your needs. I appreciate your consideration and look forward to speaking with you regarding this exciting opportunity. I can be reached at (123) 456-xxxx at your earliest convenience.

Sincerely,

Billie Bronco

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