

The Cover Letter

PERSONALIZE YOUR LETTER

Tailor each letter to the position: use words from the job description

Highlight your background that is relevant to the position of interest



Studies indicate the cover letter has a life expectancy of only 8 seconds, make it count!

DO YOUR RESEARCH

Research the company and understand the organization's mission & values

Draw a parallel between the organization and your skills



Be personable, enthusiastic and highlight your abilities!

SELL YOURSELF

DO NOT simply repeat what is on your resume

Emphasize special achievements & specific skills



Your cover letter is the first impression you offer, INSPIRE employers to read your resume!

DON'T FORGET!

PROOFREAD! No spelling, typographical, or grammatical errors

Print on high quality paper: **CAREER SERVICES PROVIDES FREE PAPER!**



Put heading in Header allows you to move it as needed

Will Succeed

Name: larger font & bold
Remaining document: 11-12 pt. font

(716) 123-4567 • will.succeed@daemen.edu

Date of Letter

Employer's Name & Title
Company Name
Company Street Address
City, State, Zip

Use colon instead of a comma

If there is a posting number, insert here to reference position

Dear Mr. /Ms. /Dr. Last name:

Posting #: _____

I am submitting this cover letter in the hopes of joining your team as a State Senate Intern for the coming semester. I found the position posted on College Central Network. I am confident that my education and relevant experience will be an asset to the team.

I am interested in an internship with your campaign because I want to learn more about progressive politics, communication and policy. I personally admire the work you have completed in Western New York and I am intrigued by the opportunity to be part of your movement. I find that my personal views and skill set align with what you are looking for in an intern and I am excited to contribute in this role.

In my most recent internship, I worked with the Curator's Office at the United States Courthouse where I gained insight on courthouse operations and assisted the staff with various tasks. This position helped me to develop strong writing and organizational skills in addition to refining my legal research skills. In the prospective internship, I would utilize what I have learned in the classroom and in my previous internship to be an asset to your campaign.

I would appreciate the opportunity to meet and discuss this position further. Please do not hesitate to contact me at 716.839.8334 or yname@daemen.edu. Thank you in advance for your time and consideration.

Sincerely,

If you are sending, emailing or posting your CL, use a legible cursive font to sign and print below

Will Succeed

Will Succeed

Enclosure

If a resume or other enclosure is used, note in CL

Opening Paragraph:

- Refer to the available position
- Mention how you heard of the opening
- Add tag line to grab reader's attention

Middle Paragraph:

- Explain your interests in the organization
- Stress related education, experience, skills
- Avoid repeating content your resume

Closing Paragraph:

- Express interest in further communication
- Thank reader for their consideration
- Provide contact information