



Cover Letters

PREPARING COVER LETTERS/CORRESPONDENCE

GENERAL TIPS

- Make sure the letter is in business format – see sample letters for examples
- No misspellings or factual errors.
- Keep a copy of every letter you send. You will need it for reference when people follow-up with you
- Make sure to sign the letter if sent through mail

COVER LETTER PURPOSE

- To explain how you found the position and why you are interested in the opportunity
- To explain why you are the best candidate and how you meet the qualifications of the position
- To describe the special talents you bring and how your skills and experience can help the employer
- Thank the employer, request an interview, and let them know when you will follow-up

OTHER BASICS

- Keep to one page
- Use resume paper and envelopes that match if sending by mail (available at Career Services)
- Single space text of letter, double space between paragraphs
- Proofread, Proofread, Proofread!

COVER LETTER CONTENT

Opening Paragraph: Your opening paragraph should arouse interest of the reader. State why you are writing and show your specific interest in the company and position. Identify the position or type of work for which you are applying and how you heard about the opportunity.

Second / Third Paragraph: Sell yourself! Highlight your qualifications and link your experience and skills to the position for which you are applying. Convince the employer that you have the understanding of the career field and how your abilities will make you an asset to the organization. *Show how you would be a good fit for the employer, not the other way around.* Show examples and quantify your experience and skills, expanding on your résumé in more depth.

Closing Paragraph: Convey eagerness for an interview. State that you will be contacting the employer within 8 to 12 days to schedule an interview. Thank them for their time and consideration and let them know how they can reach you for further information.

Sample Cover Letter #1

Writing to express interest in a specific opening

Husson University
1 College Circle
Bangor, ME 04401

April 13, 2021

Ms. Deborah Clark, Administrator
Pierce Atwood
One Murphy Square
Portland, ME 04001

Dear Ms. Clark:

I am writing to express my interest in the paralegal position with Pierce Atwood which was recently advertised through Jobsinme.com. With my deep interest in employment law and a strong legal education from Husson University, I am excited to work with your highly acclaimed legal team. As a Legal Studies major at Husson University, it is my goal to gain experience as a paralegal before I attend law school in three to four years.

Law has been a long-standing interest which I have actively pursued through my studies at Husson. In addition to taking the legal courses offered through this department, I have undertaken two independent projects concerning law. Demanding extensive library research and numerous case studies, my first independent study investigated how American Civil Liberty Union law suits have contended with problems confronting the American educational system. Presently, I am researching an honors thesis evaluating employment law cases in Maine. My statistical analysis of over several hundred court cases will reveal the trends of judicial decisions in employment law in Maine.

With the above experience, I am well prepared for this paralegal position. Enclosed please find a copy of my résumé. I will contact you within two weeks to discuss this possibility further. If you need further information I can be reached at (207) 555-5555. Thank you for your time and consideration.

Sincerely,

James J. Hobbs

Enc: Résumé

Sample Cover Letter #2

Writing to a networking connection about a specific opening

48 Husson Ave., Apt 3B
Bangor, ME 04401
November 30, 2020

Ms. Gretchen F. Davis
Senior Consultant
Baker Newman Noyes
280 Fore Street
Portland, ME 04101

Dear Ms. Davis:

Lucy Green at BerryDunn suggested that I contact you regarding my interest in pursuing a career in management consulting. The diversity of services and the small size of Baker Newman Noyes are especially appealing to me. Enclosed is my résumé for the Associate position I found on your website.

Through my Business and English double major at Husson University, I have learned to analyze data and conceptualize problems. My summer employment as Marketing Intern for Diversified Communication has helped me develop organizational and negotiating skills, as well as provide me with the opportunity to independently attack a problem and propose a workable solution. Recommendations I recently proposed on their new marketing campaign have been implemented, and resulted in a significant increase in sales. As a newsletter editor for the Bangor American Red Cross, I refined my ability to present information in a clear and concise manner. On campus, my positions as Admissions Office Interviewer and in the Financial Aid Office have further sharpened my written and oral communication skills.

The problem solving nature of management consulting is exactly what I am looking for. With the strong communication skills mentioned above, I would be an excellent addition to your customer service team. If you should need further information, please contact me at (555)-430-4505. I will follow-up with you in two weeks to determine next steps. Thank you for your time and consideration.

Sincerely,

Bertha Banks

Sample Cover Letter #3

Cover letter for an internship

45 Husson Ave.
Bangor, ME 04401
February 22, 2021

Mr. Peter Rollins
Manager, College Relations
Roberts Corporation
42 Emerald Boulevard
Bangor, ME 04401

Dear Mr. Rollins:

As a sophomore planning to pursue a major in psychology, my marketing coursework has piqued my interest in this field. Your company leads the field in the research and development of migraine medicine and I am very interested in learning about and marketing your products. I found the posting for a marketing summer internship with Roberts Corporation on Husson's Eagle Career Link and I think I would be a great fit for the position.

As my enclosed résumé indicates, I am currently the head server for Husson University Dining Services. In addition to giving me the opportunity to develop strong organizational and management skills, this position has required that I communicate effectively with students and upper-level staff alike. In my position at Marine Craft, Inc., I gained an excellent overview of small business operations and an understanding of the critical importance of customer satisfaction. In my role, I was tasked with developing a customer satisfaction survey which I designed and presented to company executives.

With the above experience I am ready to take on this internship role. If you should need further information please contact me at (555) 444-3333. Thank you for your time and consideration. I look forward to speaking with you soon.

Sincerely,

Joan J. Jacobson

Sample Cover Letter #4

T-Letter format

1278 Mockingbird Lane
Houlton, ME 04473

April 1, 2020

Ms. Ida Boss
Executive Director
The Dempsey Center
29 Lowell Street
Lewiston, ME 04240

Dear Ms. Boss,

My goal is to work for a social cause, especially with people affected by cancer since it has affected my family. Through JobsInME.com I learned about the position of Youth Yoga Instructor for the Dempsey Center and I think I would be a great fit for the position. As my enclosed résumé demonstrates, the skills and qualifications that you seek closely match my experience and education:

YOUR NEEDS

Bachelor's in Exercise Science or related

2 years of experience

Strong interpersonal skills

MY QUALIFICATIONS

- B.S. Exercise Science - Husson University
- 2 years as fitness instructor
- 1 semester as Wellness Intern
- Maintained relationships with clients and motivated them to work through personal obstacles to reach goals
- Recruited new clients and promoted services

In light of my above skills and qualifications I believe that I would be well suited for this position in your organization. Should you need further information do not hesitate to contact me at 404-555-4938 or email me at ingersolla@findme.net. I will contact you next week to follow-up my application and determine the next steps.

Sincerely,

Amanda Ingersoll