

ESF
Career Services
110 Bray Hall

Help Yourself!

#2 Cover Letters



- Cover letters are business letters
- that always accompany a resume.
- Their purpose is to capture the interest of the employer so they will read your resume and to ignite a spark of interest so you will be considered for an interview. The letter should always be typed, addressed to a specific person and worded in a way to give the impression the employer is special and has been singled out by you as the employer you really want to work for. A little research by phone or on the Internet can get the name, address, and enough information to accomplish your goals. It is better to send a few well written letters to employers you have researched and are really interested in than sending out hundreds of general letters.



Be sure to use good quality paper, be business like, and have someone proofread for clarity, spelling and grammar. The cover letter should be concise, to the point, and kept to one page. This is your opportunity to supplement your resume and personalize your qualifications to the needs of the employer. Keep a copy of all your correspondence in an organized file.



Thank You Letters

Immediately after an interview you may wish to write the interviewer and:

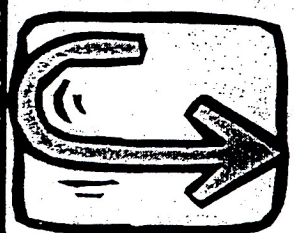
1. Thank them for the opportunity to discuss your interests and qualifications.
2. Introduce new information you forgot to mention in the interview.
3. Restate your interest in the position and company.

Importance of Items in a Cover Letter

In a study reported by Field and Hulley in *Vocational Guidance Quarterly*, 205 Personnel Managers rated the following on a 6 point scale, 1=very important, 6=not important.

Rank	Important Items	Mean Rating
1	Position which applicant is seeking	1.49
2	Applicant's job objectives	1.56
3	Applicant's career objectives	1.80
4	Reason Applicant is seeking employment	2.34
5	Indication applicant knows something	2.70

Following are two example formats of cover letters. The letter of application is appropriate if you know of a specific position available and want to be considered for that position. The letter of Inquiry would be sent to likely employers who could have positions available but you don't know about them.



(Letter of Application)

Return Address
City, State Zip code

Date

Inside Address to Organization Official and Title
City, State Zip Code

Salutation:

Purpose of letter—identify the position for which you are applying. Mention briefly the source of information concerning opening.

Explain concisely why you are interested in working for this particular institution, and your interest in this type of endeavor. If you have had related experience, point out briefly your achievements in the field.

Refer to the attached resume and availability for an interview or other suggestion of favorable and early reply.

Complimentary Closing,

(Full Name Signed)

Full Name Typed

Enclosures

(Letter of Inquiry)

Return Address
City, State Zip code

Date

Inside Address to Organization
City, State Zip Code

Salutation:

Purpose of letter—inquire as to positions in your field which may be open. Be as specific as you can about the type of job you want. Do not make them guess.

Point out significant experience, supported by facts, in your field which would make you a desirable employee.

Refer to attached resume and availability of credentials and references.

Restate your interest in the organization and positions open in your area. State your availability for interviews and that you look forward to hearing from them.

Complimentary Closing,

(Full Name Signed)

Full Name Typed

Enclosures