

COVER LETTER WRITING & OTHER LETTERS

WHAT IS A COVER LETTER AND WHEN DO YOU USE IT?

A cover letter is used to introduce yourself to an employer. It contains contact information, an introduction, a paragraph (or two) on why you should be interviewed, and a thank you paragraph that restates your contact information. Cover letters elaborate on the chief selling points of your resume and are tailored to the specific position you are applying for.

If you cannot hand your resume directly to the employer and introduce yourself, use a cover letter! For example, if you are attending The University of Texas at Dallas Career Expo, you will *not* need a cover letter; you are going to hand your resume directly to the recruiters. Instead, you would serve as your *own* cover letter.

THE FORMAT OF THE COVER LETTER

Above the Letter:

As shown in the examples that follow, you need to provide your contact information and the date. You may use the same header format from your resume for consistency. The date and the employer's contact information should also be included at the top of the cover letter. If you do not know the employer's information, try to research it on your own. If there is no information available at all, write what you do know.

The Introduction Paragraph:

The very first paragraph in the cover letter is an introduction. Try to bury the "I" in your cover letter; start off with introductory phrases. This paragraph is useful for explaining **where you found the job posting, what job you are doing now, and what job you are seeking** (including the specific job title, company name and posting number, if available).

The "Sell Yourself" Paragraph:

The central paragraph of the cover letter is unique for each person. It does not even have to be in a paragraph format; the second cover letter sample shows how you can use bullet points instead. Whether you use bullet points or a paragraph, the premise is the same: **sell yourself!** There are three possible things that this section should be used for: expanding what you have talked about on the resume (do not just repeat yourself - expand), providing additional information not on the resume, and/or describing how you fulfill the job's requirements. Keep it short and simple but ensure that you are highlighting your unique qualifications.

The Conclusion Paragraph:

Be strong in this paragraph! Do not say "I hope to hear from you." Instead, use a phrase such as "I look forward to hearing from you in the near future." Make sure to thank them for their time and provide your email address and phone number.

Enclosure:

If you are sending additional documents (i.e. a resume) use "Enclosure" after your name so the employer knows to expect documents in addition to the cover letter.

MAKING YOUR COVER LETTER STAND OUT

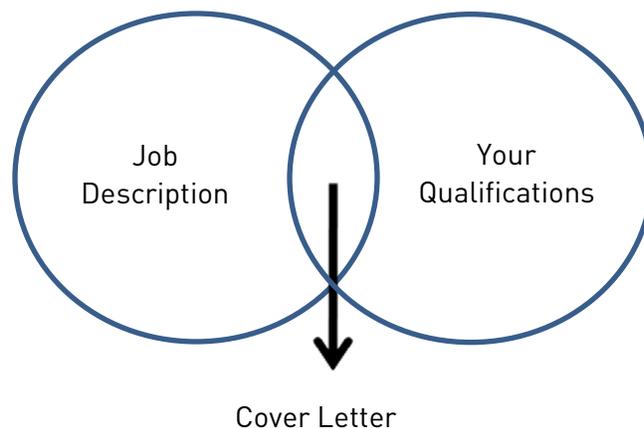
What Employers Are Looking For:

Employers across various industries seek candidates who demonstrate *career readiness*. This involves the demonstration of competencies that broadly prepare students for a successful transition into the workplace. When writing a cover letter, take the time to intentionally consider the experiences you have had that helped you develop these core competencies. Think about your classes, projects, volunteerism, campus involvement, part-time jobs and internships.

- Critical Thinking/Problem Solving
- Oral/Written Communication
- Teamwork/Collaboration
- Digital Technology
- Leadership
- Professionalism/Work Ethic
- Career Management
- Global/Intercultural Fluency

Assessing Your Skills:

Before you begin writing a cover letter, it is important to thoroughly research both the position and organization to which you are applying. Use the company's website and LinkedIn to supplement the information outlined in the job description. From here, spend some time determining how your prior experience has provided you with the necessary qualifications that the employer is seeking.



The charts that follow provide activities to help in determining how closely your *prior* experience relates to what is posted in the job description.

The first column in each chart provides a job description and a list of applicant requirements for applying to the position. The second column allows you, as the applicant, to list out what you have to offer the employer. This list is connected to specific skills or requirements stated in the job description in column one. The third and final column provides a summary of what would be written in the middle paragraphs of the cover letter. The summaries in column three focus on the qualifications listed in the second column.

Chart 1 – Medical Scribe Job Description

Job Description	I Offer....	Summary
<p>PhysAssist Scribes is looking to hire a medical scribe to document all diagnoses, treatment plans, prescriptions, discharge, follow up etc. for patients. The duties to be performed include:</p> <p>Accompany physician while seeing patients and assist in recording patient history and physical exam findings into patient's chart/electronic medical record.</p> <p>Organize all of patient's laboratory tests, medications, imaging studies, etc. and transcribe results of the encounter into the patient's chart/electronic medical record.</p> <p>Qualifications:</p> <p>Should possess an interest in a career in the healthcare industry.</p> <p>Must demonstrate ability to clearly and concisely communicate orally and in writing.</p> <p>Demonstrate high level of maturity and possess strong interpersonal & organizational skills.</p> <p>Ability to work in a fast-paced setting while also demonstrating attention to detail.</p> <p>Computer literate</p> <p>Minimum typing speed of 60 words per minute.</p>	<ul style="list-style-type: none"> - Junior, Biology major, Pre-Med - Completed 80 volunteer hours at Parkland Hospital in community support programs - 1 semester as a research assistant performing daily record keeping and transcribing data on computer - Completed coursework in Organic Chemistry, Genetics, Anatomy & Physiology, Behavioral Neuroscience, Public Health - Poster presentation on DNA and RNA extraction at undergraduate research expo - 1+ year as a server at Outback Steakhouse serving 25-50 guests per shift - 2 years of experience using SAS, and 5 years using Microsoft Office Suite - Typing speed of 70 words per minute 	<p>Junior Pre-Med student studying Biology. Committed to using knowledge of public health issues and laboratory skills to serve patients undergoing treatment in a hospital.</p> <p>Possess excellent oral and written communication skills as demonstrated during successful design and presentation of poster detailing research study on DNA and RNA extraction. Effectively described results to both researchers and non-science community members alike.</p> <p>Over a year of experience serving community members in an organized and professional manner with proven ability to maintain composure in a fast-paced environment. Detail-oriented with skills in computer software. Experience working as a research assistant carefully documenting laboratory procedures and recording/analyzing results in database. Able to utilize typing speed (70 wpm) to efficiently organize and document research findings.</p>

Chart 2 – AT&T Leadership Internship Program Description

Job Description	I Offer....	Summary
<p>The AT&T Leadership Internship is a comprehensive, companywide experience with a focus in the area of General Management. The program provides opportunities to enhance leadership skills and gain exposure to various business units.</p> <p>Interns participate in:</p> <ul style="list-style-type: none"> -Leader Roundtables-collaborative discussions between interns, developers, and mentors from the AT&T team regarding the latest business applications and client services] -Job Shadowing Days – gain experience providing exceptional customer service and follow through while developing rapport with assigned accounts -Community Day - volunteer for a local AT&T outreach project (applicants should demonstrate an active interest in community/volunteer programs) <p>Qualifications:</p> <p>Interns are expected to develop and maintain positive, cooperative and team-oriented relationships with colleagues, supervisors, managers, and clients.</p> <p>Applicants should have an interest and some completed coursework in areas of Sales and Marketing, Finance, Network Engineering, and/or Consumer & Business Operations.</p> <p>Must be currently enrolled in a 4-year U.S. college/university or graduate program.</p>	<ul style="list-style-type: none"> -2 years serving student body as a leader in the UTD Student Government Senate -1 semester as a member of CEO Global at UT Dallas -1 semester volunteering as a Financial Literacy Educator through Volunteers of America -1.5 years of customer service experience as a part-time Sales Assistant at the Apple Store -Junior, Business Administration major -Completed courses in Business Finance, Business Communication, IT for Business, Strategic Management, Macro/ Microeconomics 	<p>Junior Business Administration student with strong academic background and hands-on experience in sales, leadership, and customer service.</p> <p>Proven leadership abilities and communication skills demonstrated through 3 years of experience serving campus and local communities. Passionate about providing financial education training and promoting successful business strategies.</p> <p>Excellent interpersonal and customer service skills developed through sales experience with Apple and active participation in UTD Student Government and CEO Global. Possess ability to develop and maintain effective relationships with peers, supervisors, community members, and clients from diverse backgrounds.</p>

**Chart 3 – Facebook Internship Description
Practice Activity**

If you were applying for this internship, which of your experiences would have prepared you to meet the requirements stated in the job description? How would you summarize your qualifications into meaningful, well-written paragraphs? Give it a try!

Job Description	I Offer....	Summary
<p>Explore internship Opportunities with Facebook!</p> <p>Gain hands on experience and work on challenging projects in the areas of:</p> <ul style="list-style-type: none"> -Human Resources -Community Operations -Global Marketing Solutions <p>Collaborate with a team of 4 peer interns to create a final project presentation based on one of the three areas of interest above.</p> <p>Qualifications:</p> <ul style="list-style-type: none"> -Completed 1 semester at a four-year college/university in the U.S. -A passion for Facebook’s mission to make the world more open and connected. -Strong communication and interpersonal skills. 		

Cover Letter Sample 1

May Phearlis

478 Las Colinas Blvd., Irving, TX 75014

(555) 555-7814

mayphearlis@email.com

January 22, 2017

Ms. Jacqueline Danwood

Editor

(Company Name)

Company Address

City, State Zip

Dear Ms. Danwood:

As an Honors College graduate of The University of Texas at Dallas with a bachelor's degree in Literary Studies, I am eager to apply for the Editorial Assistant position with (Company Name). I am confident that my educational background and two years of copy editing and feature-writing experience with (Company Name) would make me successful as an Editorial Assistant.

As demonstrated in my resume, I offer considerable business experience and a strong editorial background. In addition to my two years of copy editing experience, I have held positions in an insurance company, a law firm, and a data processing company. These experiences have provided me with knowledge of business operations across multiple industries and have also sharpened my skills in editing and communications. In my current position, I have effectively utilized word processing software including Microsoft Office, Nisus Writer, and AbiWord on a daily basis. My familiarity with word processing should prove particularly useful to (Company Name) now that the organization has become fully automated.

I hope to utilize my strong editorial and technical skills at (Company Name) and I would appreciate the opportunity to talk with you in the near future. I can be contacted at (555) 555-7814 or at mayphearlis@email.com. Thank you for your consideration of my qualifications.

Sincerely,

May Phearlis

May Phearlis

Enclosure

Cover Letter Sample 2

May Phearlis

478 Las Colinas Blvd., Irving, TX 75014

(555) 555-7814

may@email.com

June 10, 2017

Mr. Richard Miller

Some Corporation

555 Street Lane

Dallas, TX 75000

Dear Mr. Miller:

As a dynamic and eager professional, I can make a significant contribution as the Operations and Programs Manager and positively impact the overall initiative of Some Corporation. My diverse professional background within operations and programming would allow me to bring the following value to your organization:

- **Strong Project Management Skills.** I have been involved in planning, research, and strategy implementation of over 200 major programs, administrative processes and marketing initiatives.
- **Organizational and Analytical Skills.** I have demonstrated my strengths in data research and analysis, project organization, and computer efficiency. I am competent in organizing and reporting data as well as utilizing these tools to improve efficiency in administrative processes.
- **Strong Supervisory and Leadership Skills.** I have managed and trained employees while being committed to developing processes for future teams to follow. My strong interpersonal skills allow me to connect with direct reports and team members and encourage participation and high performance.

In each organization, I have consistently demonstrated my ability to execute complex initiatives – meeting and exceeding the organization’s goals, while maintaining my outgoing and enthusiastic demeanor. I know that with my strong work ethic, time management skills, and professionalism, I can do the same at your organization.

Thank you in advance for reviewing my credentials. I can be reached at (555) 555-7814 or at may@email.com. I look forward to speaking with you soon.

Sincerely,

May Phearlis

May Phearlis

Enclosure

OTHER TYPES OF PROFESSIONAL LETTERS

Sample: Thank You Letter

It is acceptable to send thank you letters by e-mail. You can attach the format shown below in a Word document or you can use the body of the e-mail as the thank you letter. If you write the thank you in the body of the email, leave off all addresses and start with the salutation, using the interviewer's correct title and last name. The thank you letter in the body of the e-mail should be no more than 3 or 4 sentences long. Send a customized thank you letter to each interviewer within the company.

May Phearlis

478 Las Colinas Blvd., Irving, TX 75014

(555) 555-7814

may@email.com

August 4, 2017

Ms. Heather Smith
Marketing Manager
(Company Name)
Company Address
City, State Zip

Dear Ms. Smith:

It was a pleasure to meet with you and Rahul Kumar yesterday. The additional information I learned about (Company Name) solidified my desire to obtain the challenging and exciting opportunity of Software Design Consultant.

As mentioned, I believe that my years of experience designing computer software and my strong educational background can be an asset to your organization. Per your suggestion, I will call your office next week to check on my status in the hiring process.

Again, thank you for your time and consideration of my credentials.

Sincerely,

May Phearlis

May Phearlis

Sample: Informational Interview / Networking / Approach

May Phearlis

478 Las Colinas Blvd., Irving, TX 75014

(555) 555-7814

may@email.com

September 22, 2017

Mr. Robert Young

Telecommunications Consultant

(Company Name)

Company Address

City, State Zip

Dear Mr. Young:

Judy Chu, who worked with you on several promotional projects, gave me your name and suggested that I set up an informational interview with you. Judy assisted me in obtaining an internship position in marketing with (Company Name). She felt that I would benefit from your extensive industry experience.

I am interested in joining a company where I can contribute my strong skills and education in the marketing arena. My qualifications are as follows:

- A Master of Arts in Emerging Media and Communication with a concentration in Marketing from The University of Texas at Dallas, graduating December 2017.
- Familiarity with all areas of marketing, public relations, and advertising.
- On-the-job experience with (Company Name) and (Company Name).
- Fluency in Japanese, Spanish, and English.

I would greatly appreciate any advice or referrals you might be able to provide. I plan to contact your office on Friday morning to schedule a few minutes of your time.

Thank you for your consideration.

Sincerely,

May Phearlis

May Phearlis

Sample: Accepting a Job Offer

May Phearlis

478 Las Colinas Blvd., Irving, TX 75014

(555) 555-7814

may@email.com

November 9, 2017

Ms. Susan Goyal

Human Resources Manager

(Company Name)

Company Address

City, State Zip

Dear Ms. Goyal:

After receiving the offer letter (or phone call), I am very pleased to accept the position of Marketing Analyst at \$48,000 per year. I have been very impressed by (Company Name) throughout the entire interview process and look forward to joining such a quality company.

As we discussed, I have a tentative start date of January 17, 2018, and will be reporting to David Smith, Group Vice President of Marketing.

In the meantime, if you require anything of me or have questions please call me at (555) 555-7814. I am very excited about this opportunity and am looking forward to contributing to the success of the company. Thanks again to you and (name of organization) for all of your help.

Sincerely,

May Phearlis

May Phearlis

Sample: Declining a Job Offer

May Phearlis

478 Las Colinas Blvd., Irving, TX 75014

(555) 555-7814

may@email.com

August 19, 2017

Mr. Patrick Smith

Manager

(Company Name)

Company Address

City, State Zip

Dear Mr. Smith:

I would like to thank you again for the job offer with (Company Name). I enjoyed our conversation about the (job title) position and appreciate the time you have taken with me.

This has been a very difficult decision for me, and after much careful thought I have decided I must decline your offer. I feel this is the best decision for me at this time. Respectfully, I wanted to let you know as soon as possible so you can find another candidate for this opportunity.

Again, I want to thank you for your time. I wish you the best of luck and hope our paths cross again in the future.

Sincerely,

May Phearlis

May Phearlis

Sample: Responding to Job Rejection

May Phearlis

478 Las Colinas Blvd., Irving, TX 75014

(555) 555-7814

may@email.com

July 12, 2017

Mr. Patrick Smith

Manager

(Company Name)

Company Address

City, State Zip

Dear Mr. Smith:

I would like to thank you again for the opportunity to interview for the Assistant Editor position with (Company Name). Although I am disappointed I was not chosen, I enjoyed meeting with you and your staff and learning more about your company.

I continue to be interested in joining your organization and would appreciate it if you would keep me in mind for future openings.

Thank you again for your consideration.

Sincerely,

May Phearlis

May Phearlis