

COVER LETTER GUIDE

A cover letter accompanies a resume and is a professional introduction of yourself to a prospective employer. A cover letter generally consists of three or four paragraphs and is usually less than one page. Each cover letter is tailored to the specific job description for which you are applying.

Prepare:

- Research the company to gain a better understanding of the company culture, its products and services to determine what about the organization interests you.
- Review the job description.
- List each type of skill and experience the employer is seeking.
- Outline how your skills, interests & experiences match those of the employers. Areas to think about include courses taken, classroom, research, capstone and service-learning projects, past work, internship and community service experience, professional clubs and organizations including leadership positions.

Format:

- For a professional look, use the same header style on your Cover Letter as you do on your Resume.
- Use accepted business letter format which includes the following sections: Date, Recipient Address, Salutation, Opening Paragraph, Body of Letter, Concluding Paragraph, Closing and Signature Line.
- Use the same font type as your resume.
- Be mindful of font size (11 or 12 pt) and business font style (Arial or Times New Roman).
- Be sure you set your margins so that all the type appears in printable space on the page.

Salutation:

- Address your letter to a specific person whenever possible. Be sure to use correct spelling and appropriate title (Mr., Ms., Dr., etc.). Do not use the contact's first name.
- Avoid "To Whom It May Concern." Acceptable alternatives include "Dear Hiring Manager" or "Dear Search Committee"

Opening Paragraph:

- Provide a short introduction about yourself, however, do not include your name as it appears at the bottom of the letter.
- Identify the position for which you are applying, the company, and how you learned about the position.
- Describe why you are interested in the position.

Body of the Letter (Second Paragraph):

- Write these paragraphs using the outline you prepared, tailoring your letter to the job.
- Explain the value your experiences bring to the employer.
- Do not repeat the content on your resume; rather use concrete examples that demonstrate how your skills match the position requirements.

Concluding Paragraph (Third Paragraph):

- Express your enthusiasm for the position.
- State your interest for an interview and include your availability and contact information.
- Thank the employer for his/her consideration.

Closing and Signature Line:

- End the letter with an appropriate closing. "Sincerely" is the most common phrase used.
- Leave space for your signature and include a typed version of your name.

<https://hire.ucmerced.edu>

<https://ucmerced.joinhandshake.com/login>

BASIC COVER LETTER EXAMPLES

ROBERT CAT

5200 N. Lake Road Merced, CA 95343 209-228-1234 rcat@ucmerced.edu

June 1, 2019

Western Fabrication Company
125 8th Avenue
Modesto, California 12345
Attn: Ms. Barbara Smith

Dear Ms. Smith,

I am writing to apply for the Engineering Internship position at Western Fabrication Company as listed on the University of California, Merced Handshake system.

As my resume indicates, I have previous work experience in manufacturing and possess strong design and research skills as evidenced by the research projects I have completed through my Engineering Service-Learning experience. Additionally, I have a working knowledge of AutoCad which I have used in class projects to prepare plans for machinery and mechanical devices.

I am very interested in the Internship and work outlined in the position description. I would value the opportunity to interview for the position. Thank you for your consideration.

Sincerely,

Robert Cat

Robert Cat

John Smith
(222) 475 - 5678
jsmith24@ucmerced.edu

June 28, 2019

Mr. Matthew Hart, Manager
Wells Fargo, Merced
5200 Sherman Road
Merced, CA 95340

Dear Mr. Hart,

Your job opportunity came to my attention through the University of California, Merced's Career Center Handshake website. I am writing to express my interest in the bank teller position at Wells Fargo.

As a third-year management major, with three years of dedication to the Business Club as Vice President of Community Outreach, I can assure you that my skills and experiences will help improve your business sales and customer loyalty. My main interest in being a part of Wells Fargo stems from your company's impressive reputation. The prestige of the firm is best captured through your company's value in building strong relationships with their customers.

I can relate to Wells Fargo's value with my personal experience of creating new partnerships with local businesses to improve the Business Club's connection network for events, workshops, and campus guest speakers. With hard work, determination, and persistence, I was able to solidify 10 new businesses for next year's events. I believe that with my passion for business and motivation to improve any type of numbers, I can be an asset to your branch.

Thank you for taking the time to consider me as a prospective bank teller for Wells Fargo. I welcome the opportunity for an interview on a time and day that works best for you; my number is (222) 475 - 5678.

Sincerely,

John Smith
Make it a successful day.

FOLLOW UP COMMUNICATION

An email sent within 1-2 days after you have interviewed for a position is an important follow-up step in the job search process. The follow-up email is normally sent once to the employer. The email:

- Reflects professionalism and continued interest in the position.
- Provides an opportunity to mention something important you forgot to say or correct a mistake you made during the interview.

Dear Ms. Smith,

Thank you for the opportunity to interview for the Engineering internship with Western Fabrication Company. The interview strengthened my interest in the opportunity.

I am particularly interested in the research that Western Fabrication Company is conducting in order to reduce the negative environmental impact of manufacturing processes. As we discussed in the interview, I have conducted research projects in this area and would welcome the opportunity to contribute to your organization's efforts.

Thank you for your time and consideration of my candidacy. Please contact me if you need additional information from me. I look forward to hearing from you.

Sincerely,

Robert Cat