

Cover Letter Preparation

Cover letters are an important part of the job search process, and should be tailored to the position which you are applying. Cover letters communicate the link between your experiences and the position you are pursuing. They also showcase your capability to communicate effectively, and your unique ability to add value to an organization. They are typically one page. Save your cover letter as a PDF, and if emailing it, include the text of the cover letter in the body of the email.

Ima Gatorman

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Date

Name of Contact Person, Title

Organization

Street Address

City, State ZIP

Job ID # (if Known)

Dear (Contact person's name, or position if name unavailable):

Opening Section: Who You Are & Why You Are Applying

- Use a strong opening sentence to attract the reader's interest (not a story, which might be in a personal statement instead)
- Name the job for which you are applying and how you learned about it
- Briefly highlight your education, skills, and experience
- If appropriate, mention the name of the person who referred you to the organization

Second Section: Your Skills & Qualifications

- Discuss the skills and strengths you bring to the job, and explicitly connect them to the tasks of the job
- Provide brief descriptions of a few related achievements or experiences, discussing how it can transfer to the job
- Even if you haven't done the exact things the job entails, you can show your preparedness through transferable skills

Third Section: You & the Company

- Demonstrate that you've researched the company by incorporating information such as their mission statement, motto, services or products and relating it to your previous experience, goals, and why you are interested in working for them
- State why you think you would be a good fit for the company, emphasizing how you can help the company reach its goals
- Some companies may have a focus on helping employees grow, but overall focus on what you offer, not what you want

Closing Section: Wrapping Up

- Very briefly restate any important themes, creatively tying them together into a cohesive sales pitch
- State that you are available for a personal interview at your reader's convenience
- Make it easy for the person to contact you: list your email address, as well as your number. Even if this information is on the resume, list it here again, as you do not want to make the employer search for a way to contact you
- Thank the reader for their time

Sincerely,

Ima Gatorman (Sign your name if you are printing)

Ima Gatorman

Cover Letter Example

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April 10, 2016

John Smith, Southeast Recruiter
Generic Corporation
750 Headquarters Parkway, Suite 123
Research, CA 75847
Job ID: 999999

Dear Mr. Smith:

In May 2016, after four years of leadership and service as a student at the University of Florida, I will be graduating with a Bachelor of Science in Business Administration with a major in Management. I recently learned about Generic Corporation's three-year management rotational program from Alberta Lagator, the Director of Sales for Generic Corporation and a great mentor of mine. I strongly believe that my education and previous management experience qualify me for this position.

In the summer of 2015, I had the opportunity to work with All-State Insurance as a Human Resources Intern. As an intern, I rewrote the job descriptions to coincide with an extensive recruitment effort. I also facilitated training seminars for my supervisors on topics such as disciplinary action, sexual harassment, and discrimination. In addition, my part-time job throughout college as an Assistant Manager at Pop's Deli has allowed me to gain the customer service and problem solving skills necessary to manage day-to-day operations of Generic Corporation.

I am confident that I would be a valuable addition to Generic Corporation. In my research, I found that Generic Corporation recently won the Service Retailer of the Year Award in Customer Service at the National Retailing Conference. As a member of Golden Key Honor Society and the recipient of the Brilliance in Service Award, I am eager to be a part of an organization that actively strives for greatness. My ability to work well with customers and other managers will allow me to contribute to the culture described in Generic Corporation's motto, "Excellence Inside and Out".

As a proven leader with relevant experience, I am excited to submit my application for consideration. If you would like to discuss my qualifications further, please feel free to contact me at (352) 392-1601 or at ibgatorman@gmail.com. Thank you so much for your time and consideration. I look forward to hearing from you.

Sincerely,

Ima Gatorman

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