

COVER LETTERS



A cover letter is an introduction of your interests, skills, and abilities to an employer based upon their company's employment needs. Cover letters function as a career objective (which is recommended as a section on your résumé for 'résumé only' applications) as well as provide the employer a snapshot of your personality.

Cover letters should accompany every résumé that is sent for a position or possible positions. Even when a cover letter is not specifically requested, send one if possible. In fact, few employers will seriously consider a résumé that is not accompanied by a cover letter; therefore, an effective cover letter must be incorporated into your job search strategy to increase your chances of being invited for an interview.

ISIAH D. SUTTON

1700 Mishawaka Avenue ~ South Bend, Indiana 46615 ~ (574) 520-4425 ~ sbcareer@iusb.edu

September 17, 2017

Cynthia Reeves
Administrative Assistant
Office of the Dean
Haworth College of Business
Western Michigan University
1903 W. Michigan Ave.
Kalamazoo, MI 49008-5206

Opening Paragraph:

State why you are writing, identify the position for which you would like to be considered, and indicate how you heard of the position. If you are sending a letter of interest which is not in response to a specific job opening, simply indicate the type of work you are seeking. Be specific.

(1 - 2 sentences)

Dear Ms. Reeves and Members of the Search Committee,

Please consider this letter an application for the Office Associate position posted on the university's website. The position seems to fit well with my experience, skills, and career interests. I am looking forward to leveraging my mix of experience for the Haworth College of Business at Western Michigan University.

Your position posting expresses the need for an office professional with the aptitude to use word-processing, spreadsheet and design software to produce a wide variety of publications, the interpersonal skills to establish productive relationships and the experience to oversee a budget. Currently, in the Career Services Office at Indiana University South Bend, I am responsible for compiling, designing, and publishing print and electronic publications including e-mails, assessment reports, and promotional material. I collaborate with a wide range of people, within Student Services as well as among the Academic Units. My natural composure and diplomacy enables me to nurture relationships with faculty, students, and staff at all levels. I am responsible for the payables and receivables of a variety of office financial accounts. Additionally, I have a proven track record of project management, writing/proofing, budgeting, assessment and experience with web publishing and social media marketing.

Please take a look at my resume. I believe you will agree I have the experience you need. Feel free to contact me any time. You can reach me on my cell phone at (574) 520-4425 or e-mail me at sbcareer@iusb.edu. I look forward to speaking with you soon.

Best regards,

Isiah D. Sutton

Isiah D. Sutton
enclosure

BASIC STRUCTURE OF COVER LETTERS

Although there are two different types of cover letters, interest/inquiry and application, the structure for both is basically the same, however the wording is different. Three basic paragraphs should be incorporated into your cover letter, with additional paragraphs as needed.

Middle Paragraph(s):

Your goal here is to show how you can be useful to this particular organization. Describe what strengths you have to offer this employer.

(4 - 5 sentences)

Closing Paragraph:

Refer the reader to your enclosed résumé for additional information. End your letter by clarifying what will happen next and how they can most easily reach you. You might say, "I look forward to meeting with you to discuss my qualifications in more detail."

(2 - 3 sentences)

INTEREST OR INQUIRY COVER LETTER

An interest or inquiry cover letter is sent to investigate possible job or internship opportunities. In this type of cover letter, you will need to state:

- How you found out about the organization
- Why you are sending them your résumé
- Indicate if you received a referral from someone within the organization

It is important to follow up these types of cover letters within two weeks with a telephone call since you will most likely not receive any response, especially if no positions exist.

**NATASHA R.
MOORE**

T: (574) 520-4425
E: sbcareer@iusb.edu
W: <https://careers.iusb.edu>

1700 Mishawaka Avenue
South Bend, IN 46615

June 16, 2016

Mr. Brett Newkirk
Director of College Recruiting
Midwest Mercantile Company
4500 Randolph Drive
Chicago, IL 60601

Dear Mr. Newkirk:

I read your company's description in NACE's Job Choices magazine and would like to inquire about employment opportunities in your management training program. I want to work in retail management and would like to move to the Chicago area.

I will receive my B.A. degree in Mass Communications this August. My interest in business started in Junior Achievement in high school and developed further through a variety of sales and retail positions during college. My internship with Macy's convinced me to pursue a career in retail. When I researched the top retailers in Chicago, Midwest Mercantile emerged as having a strong market position, an excellent training program, and a reputation for excellent customer service. In short, you provide the kind of professional environment I seek.

My résumé is enclosed for your consideration. My education and experience match the qualifications you seek in your management trainees, but they do not tell the whole story. I know from customer and supervisor feedback that I have the interpersonal skills and motivation needed to build a successful career in retail management. My relatively extensive experience gives me confidence in my career direction and in my abilities to perform competently.

I know how busy you must be during this time of year, but I would appreciate a few minutes of your time. I shall call you during the week of June 25 to discuss employment possibilities. In the meantime, if you need to contact me, my number is (574) 520-4425 and my e-mail is sbcareer@iusb.edu.

Thank you very much for considering my request. I look forward to talking with you.

Sincerely,

Natasha R. Moore
Natasha R. Moore

APPLICATION COVER LETTER

An application cover letter is sent in response to an advertisement for a job or internship opportunity. In this type of letter, you will need to:

- Indicate how you found out about the position
- Relate your skills and experience to the specific position

As with the interest/inquiry cover letter, it is vital to follow up with the employer within two weeks to ascertain your application status.

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sbcareer@iusb.edu

Brooke M. Winston

September 24, 2016

George Kuta, Coordinator
Human Resources
St. Joseph County Probate Court
1000 S. Michigan St.
South Bend, IN 46601

RE: Electronic Monitoring/Day Reporting Officer

Dear Mr. Kuta:

While browsing the Juvenile Justice Center website, I was excited to learn about the Electronic Monitoring/Day Reporting Officer opportunity within the Monitoring Home Detention Program. I have enclosed my résumé for your review for this position.

While working at Madison Center, I developed a passion to assist our local at-risk youth in achieving personal goals and becoming contributing members of the community and society. Additionally, while interning at the Northern District of Indiana Federal Community Defenders, Inc., I had the opportunity to grasp the impact we all have as civil servants. Therefore, I look forward to the opportunity to apply my knowledge, skills and abilities from my education and professional work experience to assist the Juvenile Justice Center in achieving its goals.

Upon review of my résumé, I am confident you will find my skills and experience to be an excellent complement for your Electronic Monitoring/Day Reporting Officer position. I would welcome the opportunity to further discuss my qualifications in an interview at your earliest convenience. Should you have questions or need additional information please contact me at (574) 520-4425 or sbcareer@iusb.edu.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Brooke M. Winston

Brooke M. Winston

Enclosures: Résumé
 References

SALARY REQUIREMENTS AND SALARY HISTORIES

If a position advertisement indicates they would like a salary requirement or history, you should always address the issue in the final or next to last paragraph of your cover letter.

Salary Requirements

In the situation of a salary requirement, it is best to indicate that this can be negotiated or discussed in the interview. This allows you flexibility in determining a salary fit for the position after you are able to discuss the full details of the position. You do not want to lock yourself into a salary figure that is either too high for the employer or too little for what the position deserves.

If you feel inclined to provide a salary requirement, perhaps because it is requested in the job advertisement, you should always give a range.

You can research salary ranges by occupation and location on the internet:

- O•Net Online
- Occupational Outlook Handbook
- Salary.com
- Indeed.com

NOTE: Additional Tips

- » Research the employer to determine how you will fit the position and organization's culture
- » Do not copy the position description word-for-word, but use keywords and terms from the position advertisement
- » Analyze your own background and highlight skills and experiences that relate to the position
- » In addition to yourself, have the CSO, friends and family members proofread the letter before sending
- » Format your cover letter and references to match and be consistent with your résumé style
- » Address your cover letter to a specific person rather than Human Resources or Personnel, if possible

The image displays four overlapping screenshots of websites used for salary research:

- O•Net Online:** Shows the homepage with the URL www.onetonline.org. It features the O•NET logo and navigation links like "Help" and "Find Occupations".
- Occupational Outlook Handbook:** Shows the homepage with the URL www.bls.gov/ooh. It includes the Bureau of Labor Statistics logo and a list of "OCCUPATION GROUPS" such as Architecture and Engineering, Arts and Design, and Computer and Information Technology.
- Salary.com:** Shows the homepage with the URL www.salary.com. It features the "salary.com" logo and a prominent green banner that says "Free Salary Info".
- Indeed.com:** Shows the "Salary Search" page with the URL www.indeed.com/salary. It includes the Indeed logo and a search form with fields for "What" (Job Title, Keywords) and "Where" (City, State or Zip), along with a "Search Job Titles On" checkbox.

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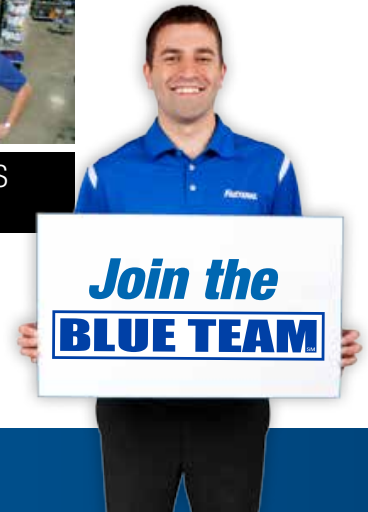


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Salary Histories

- Give the salary history of your recent work experiences or most relevant work experiences
- Can be included in one of the final two paragraphs of your cover letter or as a separate document; formatted to match your cover letter, résumé and references
- Should always be accompanied by a salary requirement since your current salary requirement may not match your salary history

For example:

You have worked part-time as a student and your top hourly wage is \$12.50 per hour. (A full-time employee earning \$12.50 per hour will earn \$26,000 per year.)

Now you are applying for a full-time position in your field where the average starting salary is \$40,000 per year.

In this situation your:

- **Salary History** is \$12.50 per hour (or \$26,000 per year as a full-time employee)
- **Salary Requirement** is \$38,000 - \$42,000 per year

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Brooke M. Winston

COMPENSATION HISTORY

ST. JOSEPH COUNTY COURT SUBSTANCE ABUSE PROGRAM

- 2014-2016: \$13.50 per hour
- 2009-2011: \$13.00 per hour

THE LEBERMUTH COMPANY

- 2013-2014: \$13.00 per hour
- 2012-2013: \$12.00 per hour

MADISON CENTER

- 2011-2012: \$11.00 per hour

