

Purdue University Calumet Counseling Center

Cover Letter Writing Guide

Phone: 219.989.2366

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<http://webs.calumet.purdue.edu/counseling/>

This information was adapted from About.com. (2010). *Cover Letter Samples*. Retrieved on August 9, 2010 from <http://jobsearch.about.com/od/coverlettersamples/a/coverlettsample.htm>

Cover Letter Format

Cover letters vary by type and style, however they are typically only a single page in length and provide the potential employer with a snap-shot and highlight you as a potential employee. The format and style you use will depend on the type you select, and should be uniquely tailored to your education, background, experience and the job that you are applying for. All cover letters should include information on your relevant background and job/work experience, as well as a section describing how your qualification will fit with the specific job that you are applying for. Additionally, on your cover letter, make sure to not have misspelled words and if needed explain any gaps in employment. Make sure your margins are at 0.7” to 1.0” all the way around. Check to make sure that you do not ramble throughout the cover letter. It is important to **not follow a template** and to write your own cover letter.

HEADINGS

Items to be listed in this section include:

- Your address (Permanent and/or Local address)
- Your fax number (if appropriate)
- Your phone number(s)
- Your Email address (make sure that the e-mail is not a school e-mail and is appropriate to put on a cover letter (i.e. do not put HOTLIPS@gmail.com)
- Employer’s name, title and company he/she is working for
- Employer’s address
- Date

BODY OF COVER LETTER

The following are some important things to make sure you include in the body of your cover letter:

- Identify what job you are applying for at the specific company/organization
- Identify where you saw the job posting
- Explain a little bit about yourself and your qualifications
- Make sure to include previous work experience that is relevant to the job you are applying for
- Identify areas in your own work experience that highlight the specific job qualifications and/or expectations of the job posting
- Refer to the résumé writing guide, on **pages 5-6** were sample action verbs that can be found, that you can use throughout your cover letter as you describe your previous work experience

CLOSING

Make sure to end with a closing sentence or two regarding your belief in your ability to fit in job you are applying for. Sign your name and type your name below your signature.

Sample Cover Letters

The following pages of this Guide contain a list of action verbs you may want to use on your cover letter as well as several samples to use as references when you develop your own cover letter. As you

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will see, there are many different ways to present your background and experience, and many formats that might appeal to you. Keep in mind that the cover letter's main purpose is to convince a potential employer to invite you for an interview – in other words, to make them want to learn more about you. Have several people review your materials to make sure that you are putting your best foot forward.

August 20, 2010

1230 North Peregrine Way
Hammond, IN 46323
219.123.1234
purduepete@gmail.com

Ms. Bertha Adams
Internship Coordinator
Associated Bank
123 Adams Street
Green Bay, WI 54303

Dear Ms. Adams,

During the Fall Job and Internship Fair at Purdue University Calumet, I had the opportunity to visit with Abel Burke, your College Recruiting Manager. He suggested that I contact you directly to receive more information about your summer internship program.

I have been working for the past six years at ABC National Bank in Chicago, Illinois. At ABC National Bank, I have worked in a variety of positions including communication clerk and currency teller. My current position is communications clerk, which I have been in for the past four years. In this capacity, I verify the availability of monetary funds, record and process unpaid checks, compile settlement data and submit checks to clearinghouse associations, and distribute statements to customers. Prior to my promotion to my current position, I also worked as a currency teller, where I was charged with counting, sorting, and balancing currency and providing exemplary customer service.

Through a course on financial institutions, I was exposed to many aspects of commercial banking. This represents a career opportunity that would allow me to combine my interest in finance and business and my strong interpersonal skills which I have developed through my various work experiences and campus activities. To compliment my academics and present work experience, I would hope to participate in an internship during the summer of 2011.

I would appreciate any information that you could forward to me about your summer internship program. I have enclosed my résumé for your convenience. If you have any questions, I can be reached at 219.123.1234. I look forward to receiving the information and speaking with you soon.

Sincerely,

Purdue Pete

Enclosure-Résumé

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August 20, 2009

1230 Boilermaker Avenue
Crown Point, IN 00001
219.987.6543
patriciap@hotmail.com

Mr. Todd Joseph, Intern Coordinator
Representative Pete Visclosky
United States House of Representatives
2256 Rayburn House Office Building
Washington, D.C. 20515

Dear Mr. Joseph,

I reside in the 1st Congressional District of Indiana and support Representative Visclosky. I spoke recently to Mrs. April May in Representative Visclosky's office about opportunities available for an internship in the United States House of Representatives during fall 2009. She gave me your name and suggested I send my résumé to you, which I have enclosed.

An internship in a congressional office is an invaluable experience. As a senior majoring in Political Science at Purdue University Calumet, I believe that I can apply the same skills within my internship last summer to a position in Representative Visclosky's office. I was the outreach coordinator for the Purdue University Calumet's Students for Barack Obama. I have been involved greatly in supervising the "get out the vote" coordinators, coordinating campus-wide voter registration drives, and serving as a liaison to other student organizations to help encourage them to get involved in the campaign. I have also served as both secretary and vice-president for the Purdue University Calumet Democrats organization for the past four years.

I look forward to discussing the internship position with you in more detail. Thank you for your consideration.

Sincerely,

Patricia Peregrine

Enclosure-Résumé

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August 20, 2010

9876 Boilermaker Court
Munster, IN 46323
847.123.4567
ppurdue@gmail.com

Mr. Leo Franklin
Human Resource Director
CITI
12345 Great Way
Seattle, WA 00110

Dear Mr. Franklin,

I am writing in regard to the Technical Support System Analyst position at CITI. After extensive research of your company, I have learned of your emphasis on developing new technological advances for computer systems, and I am excited to discover that you have a multidisciplinary staff devoted to research and analysis of a wide variety of preexisting technology. I am anxious to use my Bachelor's degree in Computer Science in the realm of a full-time position as a Technical Support System Analyst.

As my résumé indicates, I am quite familiar with computer programming, website design and data maintenance. I have maintained sites and databases for my previous employer at Purdue University Calumet, where I have been working for the past six years as an Information Systems Assistant. In this capacity, I have developed and initiated computer systems around campus to improve office efficiency. I am familiar with a number of web operating systems including Linux, UNIX, Macintosh, and Windows XP/NT/2000. I also have extensive experience in the following software programs: Dreamweavers, Flash, Cold Fusion, and Front Page.

I feel that my qualifications and previous work experience would be an asset to CITI in the position as Technical Support Systems Analyst. I have enclosed my résumé for your convenience. If you have any questions, I can be reached at 847.123.4567.

Sincerely,

Enclosure-Résumé

Peter Purdue

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August 20, 2010

9876 Gold Avenue
Merrillville, IN 46410
773.555.9889
lilyboilermaker@yahoo.com

Dr. Beverly Spielberg, Superintendent
Valparaiso School System
1231 Campbell Street
Valparaiso, IN 46383

Dear Dr. Spielberg,

I am pleased to present my résumé to you for consideration as an elementary school teacher within the Valparaiso School System. I have a Bachelor of Arts degree in Elementary Education and a state of Indiana teaching license. With the desire to provide all students with an excellent education, I am confident in my ability to be a valuable asset to your school district.

During my time as a student teacher at Harding Elementary School, I planned and organized materials for thematic units including math, English, and history. I successfully implemented positive classroom management strategies and assisted with parent-teacher conferences.

My greatest strengths include inspiring and motivating students. I actively engage their eager minds by incorporating a variety of manipulatives, enjoyable activities, and cooperative learning projects. In addition, I tailor lesson plans to meet their diverse interests and learning styles, as well as demonstrate direct connections between the classroom and everyday life.

I look forward to discussing with you the many ways in which I can make a significant contribution to your educational program. Thank you in advance for your time and consideration.

Sincerely,

Lily Boilermaker

Enclosure-Résumé

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