



COVER
Letter
GUIDE



**EASTIN CENTER
FOR CAREER READINESS**
Spears School of Business

The Basic Cover Letter

General Rules:

Match the paper and font style to your resume.

Keep your cover letter at a 1- page maximum.

Write from the reader's point of view.

Minimize the use of "I."

Create emphasis by highlighting specific examples of your accomplishments.

Say positive things about yourself, but ensure that your letter is honest!

Address the letter to a specific person.

In the event you do not have a contact or are unable to identify the contact, you can address the letter to a general position. For example, "Human Resource Coordinator, Hiring Manager, or Search Committee Chair."

Make sure to use spaces between the date, the address, and the specific person.

Use a colon after Dear Mr. /Ms. Name:

Left-align the entire letter.

Usually, business letters are left-aligned.

Type "Enclosure" after your name if you are mailing or handing in your cover letter and resume.

This lets the employer know that your resume is enclosed.

If you are emailing the cover letter, type "Attached."

Pistol Pete

001 Gallagher-Iba Arena · Stillwater, OK 74078
(405) 744-2772 · pistol.pete@okstate.edu

Date

Mr. /Ms. Name
Title
Company
Street Address
City, State, Zip

Dear Mr./Ms. Name:

The first paragraph is your introduction and should be three to four sentences long. Name the position for which you are applying and indicate how you learned of this opening. State briefly why you are interested in the organization or what you know about the organization. Try to get the reader's attention. You might mention a name or refer to an article, event, or experience that led you to make this contact.

The body of your letter should be one or two paragraphs in length. This is an opportunity to outline your qualifications and skills as they relate to the job. However, do not repeat all the information on your resume. Select one or two of your most important qualifications for the position and elaborate on the information, slanting your remarks to the employer's point of view. Give concise evidence of your functional skills and of the qualities you possess. Use the job posting to get ideas of specific skills or experiences to mention with examples based on what they are looking for, using your educational, work, or involvement experiences. Show them how you learned, utilized and built skills from a variety of experiences and tie those skills back to the position they are seeking to fill.

The final paragraph is your closing. You can indicate you would like to follow up with the employer in the future or plan to call in reference to your application. Make sure your closing is not vague, but makes a specific action from the reader likely. Thank the reader for taking the time to read your letter.

Sincerely,

(Your Signature)
Your typewritten name

Enclosure

Use the same heading from your resume.

This will make it easier to identify you in case your resume and cover letter become separated.

It also provides you a chance to give the employer your name and contact information one more time.

Close the letter with "Sincerely" or "Regards." Skip three spaces and then type your name.

If mailing or handing in, sign your name in the space.

When emailing the letter a digital signature is appropriate.

Unlike a resume, the bottom of a cover letter can have some blank space.

While a half-page cover letter is too brief, it is not critical that every line is utilized.

- | <u>DO</u> | <u>DON'T</u> |
|---|--|
| <ul style="list-style-type: none"> create a one page customized letter for each opportunity. realize a well-written cover letter creates a first impression that gives you a competitive edge. highlight specific skills and experiences relevant to the position. convey interest and enthusiasm for the company as well as the position. | <ul style="list-style-type: none"> create a generic letter to apply for all opportunities. fail to capture the reader's attention or else they might not proceed to your resume. speak in generalities that don't show why your skills and experience are a great fit. overlook critical information such as contact information, typos, or awkward sentences. |

Use this worksheet to gather the necessary information to create a cover letter. Once you have answered the questions, put the information into letter format. Utilize the *Eastin Cover Letter Guide* above to understand cover letter format.

1. Based on the key words listed in the job description and what you know about the job, what is the company looking for in a candidate?

2. What is it about this employer that attracts you?

3. What are your unique qualities and strengths?

4. What class assignments and group projects have resembled “real world” experiences? What skills did you utilize in those projects?

5. Identify the knowledge, skills, and leadership qualities you have acquired through your coursework:

6. Consider the competencies that you can incorporate and the skills you have learned from previous positions or organizations that tie into the job description:

For example:

Communicates Effectively: _____

Collaboration: _____

Situational Adaptability: _____

Being Resilient: _____

Interpersonal Savvy: _____

Anita Job

13605 S. Walnut Street
(405) 744-2772

Stillwater, OK 74074
anita.job@okstate.edu

February 3, 2020

Ms. Brittney Roth Manager
OSU Learning and Student Success Opportunity Center 019 Classroom Building
Stillwater, OK 74078

Dear Ms. Roth:

This upcoming fall, I will begin my sophomore year, pursuing a double major in finance and accounting. I am eager to create a positive impact on students while working to ensure their growth and success. Your position of an academic tutor, posted on hireosugrads.com, caught my attention because it involves working with students and utilizing leadership skills.

This position particularly caught my attention because it involves working with students to help them achieve their academic goals and in turn, assist them both personally and professionally. My passion for serving and assisting others would suit the requirements for this job well. Through previous mentoring experience at Marshall Elementary, I acquired crucial communication skills that now allow me to clearly encourage and guide others in a positive direction. Additionally, my existing knowledge in mathematics and accounting would benefit me in tutoring students in these programs.

The opportunity to work as an academic tutor would allow me to further the leadership skills I have gained through my participation in the President's Leadership Council. As my résumé reflects, I am a driven, determined and reliable person. I am confident that my cheerful personality and ambitious attitude would represent the Learning and Student Success Opportunity Center in the most positive light.

Understanding that this job entails hard work, enthusiasm, and long-term commitment, I am fully prepared to take on the roles and responsibilities this position requires. Thank you for your consideration. I look forward to meeting with you to further discuss my potential as an academic tutor for the Learning and Student Success Opportunity Center.

Sincerely,



Anita Job

Enclosures: Resume and Spring 2020 Class Schedule

Pistol Pete

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LinkedIn: linkedin.com/in/pistolpete

January 15, 2020

Hiring Manager
Cowboy Investments
1234 Western Freeway, Suite 1000
Oklahoma City, OK 74890

Dear Hiring Manager:

At the Business Career Fair at Oklahoma State University, I had the opportunity to meet with one of your recruiters, John Smith, and we spoke about the Financial Representative position available in your office. Cowboy Investments is known for their expertise in investments, mutual funds, and life insurance and leads the industry in reliability. In searching for an entry-level position, this company is one that stands out because of its solid reputation.

In learning more about the available position, I have realized that Cowboy Investments is very focused on individualism and growth. The application states multiple times that the employee will be creating their own destiny, and building their own business. This is something that truly excites me because I am always seeking to be more knowledgeable in every aspect of life.

During my time at Oklahoma State University, I have had the opportunity to be involved in various organizations that have allowed me to diversify my outlook on the world. One such experience was when I coordinated a foreign exchange student event with college students. While working with students from other countries, the things I saw as important greatly differed from what they saw as important, teaching me to accommodate the needs of others. This is a quality that would benefit me in a role at Cowboy Investments because of the wide array of clientele the firm serves. I have also been able to make critical decisions that affect large-scale organizations, including motivating over 200 committee members and 1,200 participants to achieve a goal of raising \$75,000. Learning to prioritize to effectively help others with decisions is something I pride myself on. The position also states that we will be coordinating our own agenda and plans. This, too, is something that I enjoy because I realize that to become better, you must learn from your mistakes.

In this role, I look forward to growing and becoming a better person and a skilled professional. My educational background in finance includes coursework in investments, bond markets, and portfolio management. These courses have provided a strong foundation for my success as part of your team. I have great aspirations of achieving success through the impact I make on others. My main goal in life is to be able to help people in any manner, and Cowboy Investments is the perfect avenue to do that.

If given the opportunity, I feel that I could make a positive impact at Cowboy Investments with my skills and qualifications. In two weeks, I will follow up to ensure you received my application materials and to further discuss my interest in this position. However, I can be reached at the number or email address stated above. Thank you for your time and consideration.

Regards,



Pistol Pete

Enclosure

Colby Career

123 S University Place, Apt. #123 Stillwater, OK 74075 colby.career@okstate.edu 405-744-2772

February 17, 2020

Ms. Anna Watson
The Peery Foundation
2450 Watson Court
Palo Alto, CA 94303

Dear Ms. Watson:

As someone who has seen the challenges nonprofit organizations seek help in solving, I am very excited by the opportunity to take an active role in working to identify the causes of problems and learn new skills to develop positive and lasting change. My purpose is to express my interest in the Special Outreach Coordinator position with the Peery Foundation. As a senior at Oklahoma State University studying entrepreneurship, I was drawn to the position for its unique approach to social change and by the opportunity to work directly with a non-profit organization while acquiring a better understanding of effective leadership in a socially responsible career.

In both my academic endeavors and my extracurricular activities, I have learned to tackle complex problems and reach solutions both as an individual decision-maker and as a team member. This past semester, I had the unique opportunity to work with a local start-up nonprofit in writing and developing their business plan. From first-hand experience, I can assess a situation or conflict as it arises, decide on a course of action, and evaluate its outcome.

My own experience in a previous internship in the nonprofit sector has provided me with an understanding of the many challenges the field presents, such as funding, strategy implementation, and longevity. Through my coursework in social entrepreneurship and venture capital, I was able to address some of these issues head-on by researching non-federal grant opportunities, preparing applications, and beginning the process of program development.

Ultimately, I see this position as an ideal way to gain a better understanding of the most effective ways of creating sustainable solutions to the critical problems social impact organizations face, so I can better assist The Peery Foundation. Thank you for considering my application, and I will follow up with you in ten business days to answer any questions you may have. If you would like to speak with me beforehand, I can be reached at the contact information stated above.

Sincerely,



Colby Career

Enclosure

Samantha Student

9876 N. Airport Rd. ■ Stillwater, OK 74075 ■ (405) 744-2772 ■ samantha.student@okstate.edu

January 13, 2020

Mr. Robert Morris
Human Resources Director
Gallagher Aeronautics Inc.
1650 Tysons Blvd. Suite 1700
McLean, VA 22102

Dear Mr. Morris:

After hearing of your company through Jean Simmons, a relative who is currently working for you, I learned of the opening for a general office support specialist. Gallagher Aeronautics Inc. is a leader in the aerospace, technology, and security industries. The service and technology you provide is exceptional and has played a key role in the success of the U.S. military forces. My background in both the civilian and the private sector will be a great complement to your already successful company. I am enthusiastic about the opportunity to work for your company and contribute to your mission. As such, please accept my application for the general office support specialist position.

During the past four years, I have built strong skills in computer technology, customer service, and organization. My background in the Army National Guard has also given me the advantage of knowing how to comply with policies while working in a military environment. While serving as an executive officer, I worked closely with department management to create continuous schedules for up to 180 days into the future. In addition to serving in the military for over four years, I have also worked for one of the world's largest financial institutions, Bank of America. My current role with the bank is very similar to the posted position as I receive calls from customers to set appointments, order items, and resolve issues that customers encounter while maintaining account security. Working in a bank has furthered my attention to detail, as well as honed my customer service skills, which will directly translate to the general office support specialist position to further assist your company.

Along with my professional experience, I have a bachelor's degree in management and I am pursuing a second bachelor's degree in economics. The education I obtained emphasizes the ability to communicate ideas through writing while following written and oral guidelines. Some of my key coursework and class projects include research grant proposals, accounting review, and examination of a corporate annual report and an entrepreneurial business proposal to investors. As a student, I learned the importance of following procedures and outlining plans, which are both skill sets that I believe will help me excel in your business. Being a general office support specialist and working in Kuwait is something that excites me; I know I can be an asset to your organization. Please feel free to contact me at your convenience if you have any questions or would like to schedule an interview. Thank you for your consideration of my application.

Sincerely,



Samantha Student

Enclosure