



Cover Letter Writing

937.229.5537 ■ careers_support@notes.udayton.edu ■ careers.udayton.edu ■ Caldwell Street Center

Cover Letters

The key to a successful job or graduate school search is to communicate with the person who has the ability to hire or admit. Therefore, your cover letter is extremely important. Effective cover letters convey a sense of purpose, project enthusiasm for the position or program, and demonstrate your knowledge of the employer or graduate program's goals and needs.

Many times individuals will spend hours writing a "perfect" resume and very little time writing a quality cover letter. Remember that your cover letter not only accompanies your resume, it is usually on top of your resume when the envelope is opened. A positive first impression requires that your cover letter be neat and concise, containing no errors in spelling or grammar. Each cover letter should be customized to fit the position for which you are applying.

You will want to customize your cover letter depending on its purpose. Some reasons for sending a cover letter may be:

- ~ A result of a direct search
- ~ A response to an advertisement
- ~ A follow up on a contact made through networking

No matter what your reason for sending a cover letter, be sure it contains the following information:

- ~ Return address with the date
- ~ Name, title, organization, and address of the person you are writing

First Paragraph

- ~ State purpose of letter
- ~ Catch attention
- ~ Indicate your interest in the position or company
- ~ Flatter your audience by using company/ program information found through research

Second Paragraph

- ~ Explain how your background makes you a qualified candidate
- ~ Give an example, talk about a specific project, accomplishment, or service
- ~ Highlight information found in the resume

Third Paragraph

- ~ Refer the reader to your enclosures (resume, reference, examples of work)

Final Paragraph

- ~ Indicate your intentions for follow-up
- ~ Repeat a number where you may be reached

Closing

- ~ Salutation
- ~ Signature

Fanny Flyer

PO Box 1881 • University of Dayton • Dayton, OH 45409 • 414-288-3577 • Flyerfan@notes.udayton.edu

February 6, 20XX

Jonathon Saunders
Save Our Children
1212 33rd Street, Suite #1
Bloomington, DE 80080

Dear Mr. Saunders:

I am writing in reference to the Program Coordinator position (NY-02) listed recently on the AmeriCorps website. This position appeals to me because of my strong interest in service as a career, assisting to create a positive environment for all members of a community. I believe this position would allow me to use the skills I have learned through my internship and psychology program. In turn, I would gain additional skills as I help develop a strong program at Save Our Children. Save Our Children's mission, to serve all children through care, love, and support, describes exactly the kind of environment I am seeking.

In May 20XX, I will graduate from the University of Dayton with my bachelor of science degree in psychology. Some strengths of mine include being self-motivated, organized, and able to work with a variety of people. As a psychology student, I am often required to do group projects allowing me to be a part of a productive team. I enjoy working with people in order to complete a common goal. My internship as a youth care worker gave me the opportunity to do this with a team of professionals. We often worked in groups to strategize new, more effective ways to work with each client. This team approach taught me to see things from different perspectives while learning new ways to help my clients achieve independence and attain goals. In addition, I am able to successfully maintain a good grade point average while remaining involved as a campus leader. These skills, combined with my educational background in psychology, make me an ideal candidate for this Program Coordinator position.

Enclosed please find a current copy of my resume. If you should have any questions regarding how my skills fit with your organization, please give me a call at 937-288-3577. I may also be reached by e-mail at Flyerfan@notes.udayton.edu. Thank you for considering me for this position. I look forward to hearing from you soon.

Sincerely,

Fanny Flyer

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