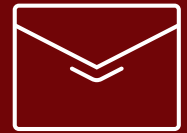


# The Cover Letter

Why you?

# WHAT'S EXPECTED IN A COVER LETTER?



The cover letter is your opportunity to frame your resume & tell employers why you are sending your resume – it may seem obvious but don't assume they know what you want. Cover letters should be inviting to the eye. Get straight to the point by stating which position you're interested in, how your skills and experience match the job description, and why you want to work for the organization.

## The Basics:

- 1 page, 10-12 legible size font
- Business block format
- Your name, info, date (written out), their name and info, salutation
  - The header on your resume with your contact information should look the same on your cover letter
- Answer three questions: Who are you? What do you want? Why do you think you are qualified?

## Body:

1. Intro- Who you are and what position you want with what organization
2. Content- Connect who you are (resume) to what they need (job description). Talk about situation, action, and outcome.
3. Wrap up- Your "hook"- talk about passion. Mention specifics about why you want to work for this organization. Request an interview and say thank you.

## Closing:

- Sincerely, Signed, etc.
- Hit "Enter" four times after closing the type
- Signature
- Typed Name

## Cover Letter Mistakes to Avoid:

- Avoid restating your entire resume- focus on expanding on the specific experiences that relate to the position
- Check for spelling/grammar format mistakes
  - Make sure names and titles of the employer, organization, or company are spelled correctly
- Don't list contact info that does not match resume
- Don't include false information
- Avoid using, "to whom it may concern" if you do not have to. Use a name when you can and if you don't have a name use a more specific phrase
  - To the \_\_\_ department at \_\_\_ company
  - Dear Hiring Manager at \_\_\_ Organization
- Don't mention other job applications
- When submitting a cover letter be sure to also submit your resume
- Don't start every sentence with "I"

# SAMPLE COVER LETTER

## Internship

The header of your cover letter should match the header on your resume. Keep it consistent!

If no name is available, open with something like "To the ABC Department at XYZ Company," Avoid vague phrases like "To Whom it May Concern,"

If you don't have specific experience in the sector that you are applying for, think about the transferable skills that you have learned in your time at Walsh

Always end with a thank you!

### Ryan Reynolds

123 Akron Ave. Akron, OH 44325  
(330) 972-7747 • [zz3@walsh.edu](mailto:zz3@walsh.edu)

January 13<sup>th</sup>, 2020

Stark County Job and Family Services  
221 3<sup>rd</sup> St. SE  
Canton, OH 44702

Dear Stark County Job and Family Services Hiring Team,

I am writing to express my interest in the IT Internship position at the Stark County Job and Family Services. My current enrollment in the Computer Science for Networking program with Walsh University and experience as a Website Designer with Walsh University Student Activities make me a strong candidate for this position. I have always possessed a curious mind and a passion for working with computers. Throughout my time at Walsh I intentionally involved myself in programs that would support my professional development. During this time, I gained knowledge in critical thinking, accountability, responsibility, and professionalism.

With the experience creating and maintaining Student Union Board Website, the largest programming board on campus, setting up an organizational network, and transferring an entire network from Novell Servers to a Microsoft Active Directory server, I am confident that I can maintain and modify programs, write new computer programs and develop expansions for existing systems.

I am very excited for the opportunity to intern with Stark County Job and Family Services this would allow me to use my technical skills to meet your mission of partnering with customers, community, and other service providers to protect children and vulnerable adults. Thank you for taking the time to consider my application. I look forward to hearing from you soon.

Sincerely,

[Signature]

Your Name

# SAMPLE COVER LETTER

## Full-Time Position

Be specific. Get a name of contact person for the job posting if possible.

Do your research; when using a name be sure to get their title right (Dr. Mr. Mrs. Ms. etc.)

Focus on how you can meet employer's needs by highlighting examples. Remember: You only have 3-4 short paragraphs on a single page to make your case.

If submitting a hardcopy, add your signature. If electronically, simply type your name to close.

Name

1234 Buckeye Street Mogadore, OH 44260

123.456.7890

[name@walsh.edu](mailto:name@walsh.edu)

September 21, 2019

Dear Principal Smith,

I am writing to express my interest in the Ninth Grade High School Social Studies position, as posted on the school website. I believe that my Bachelor of Arts Degree in AYA Integrated Social Studies and my minors in History and Museum Studies from Walsh University, as well as my student teaching experience at Canton South High School have provided me with the skills and experience needed for this position.

Through my role at Canton South High School, I had the opportunity to teach both ninth grade World History, along with tenth grade United States History. In both of these experiences I worked with honors, on-level, and inclusion students, which allowed me to develop the skills of learning to differentiate lessons to meet the needs of multiple learners. While teaching World History and U.S. History I had the opportunity to instill communication, leadership, and teamwork skills in the students, through the use of gallery walks, class presentations, Socratic discussions, and partner work.

Through these activities, it has allowed for the students to further develop social skills, which instill confidence, while also learning the content. In addition, through my minor in Museum Studies and volunteer work at Stan Hywet Hall and Gardens, I have been able to plan a museum visit and bring in outside resources, which help to enrich the student's learning and understanding of the content. Through this experience at Canton South High School and my work as a Camp Counselor and Assistant Teacher at the Lake YMCA, I have learned to develop positive communication with parents and positive relations with the students, that allows for a healthy learning environment.

The mission and vision of your school, which promote the development of students in innovation, communication, performance, leadership, and service to make a positive impact in both their community and in the world, are all goals, which I admire and align myself with. I appreciate your time and consideration of my application and would love to have the opportunity to interview with you. I look forward to hearing from you soon.

Sincerely,

Your Name