

# Cover Letters



A cover letter is an introduction to your resume and your qualifications. An employer uses cover letters to determine your interests in the position and to assess your written communication skills. A cover letter should intrigue the employer enough to read your attached resume. Always enclose a cover letter when mailing or faxing a resume.

## A COVER LETTER SHOULD ANSWER THE FOLLOWING QUESTIONS:

- Why are you writing?
- Why are you interested in the internship or job?
- Why are you qualified?
- What is your next step?

## A COVER LETTER SHOULD:

- Be addressed to a specific person by name and title
- Be individually tailored for each targeted position
- Reflect your individuality without appearing cute humorous or aggressive
- Be Letter Perfect

1234 N. Street  
Washington, D.C. 20037  
July 15, 2001

Ms. Jane Coe, Director  
International Division  
Hava Communications  
234 Research Park, Suite 110  
Washington, D.C. 20037

Dear Ms. Coe:

I am writing to apply for the position of Research Assistant with the International Division of Hava Communications. I believe that my research, writing and French language skills would be an asset to your company.

My research on your company indicates that my combination of written communication skills and my understanding of French language and culture meet the needs of the Research Assistant position. My semester spent studying in France assisted me in strengthening these skills. My research and writing skills have been developed both within and outside the classroom during my college experience. At UM-Dearborn, I have taken a variety of courses that have required research and writing on a broad range of topics. Those skills were refined even more during my internship with Gale Group in Farmington Hills, MI.

I would like to apply these skills to the work at Hava Communications and look forward to meeting with you to discuss employment opportunities. I will follow up with you in three weeks to arrange an interview.

Thank you.

Sincerely,

Sara Witherby

*First Paragraph:* State the reason for the letter, the position you are applying for, and if applicable, how you learned of the position.

*Second Paragraph:* State why you are interested in the position, the company, its products and your skills or abilities that qualify you for the job.

*Third Paragraph:* Close by indicating your desire for an interview and continued communication