

Cover Letters



The cover letter serves as an introduction to your resume. A well-orchestrated cover letter tells the prospective employer why you are interested in the company or position you are applying for, provides an effective summary of your skills and experience in relation to the specific position of interest, and prompts further contact. In short, the cover letter illustrates what a perfect match you'd make! Be aware that your letter also provides the employer with insight as to your communication abilities and attention to detail, therefore, compose your letter carefully and proofread before sending.

Career Center Calendar

Check <http://dsa.csupomona.edu/career> for current dates, times and locations for Drop-In Advising, workshops and career events.

“Drop-In Advising”

Brief, 10-15 minute sessions with a Peer Advisor who can provide you the tools and resources to be successful. No appointment necessary!

Monday-Friday: 11am-3pm

Summer Hours:

Please call office for hours
909-869-2342

Career Center
Cal Poly Pomona

COMMONLY ASKED QUESTIONS:

When do I include a cover letter?

In most cases, when submitting a resume, a cover letter is expected. Unless you are attending a job fair or have been directed not to provide a cover letter, it is appropriate to do so.

What about email and online resume submission?

When emailing your resume, your cover letter becomes the email message. Simply type your letter in the body of the email (do not send as an attachment). When submitting your resume online, follow the instructions provided. Some company websites and job banks provide additional space for including a cover letter or statement of introduction, or, offer an option to submit additional documents.

To whom should my letter be addressed ?

Whenever possible, address your letter to a specific person by name, keeping in mind that it is a good idea to confirm the spelling and title of those you are writing to. When addressing letters to women, whose marital status is uncertain, use the title “Ms.” If the recruiter or hiring manager’s name is not available, your letter may be addressed to “Dear Human Resources Professional” or “Dear Hiring Manager”.

FORMAT:

Keep it to one page, 3-4 paragraphs tops: The first paragraph should state your purpose for writing. In the middle paragraph or two, summarize your qualifications and highlight your strengths in relation to the job. Show your interest in the position and the company. Your closing paragraph should reiterate your interest and convey your appreciation for the reader’s consideration.

TIPS for SUCCESS:

- Your cover letter should compliment your resume; duplicate the header that appears on your resume and use the same font style and paper
- Customize your cover letter to fit each job; form letters do not create a positive impression
- Before writing, review the job posting; include those qualifications that you possess which show that you are a match to the stated requirements
- Be factual; do not misrepresent your qualifications
- Use first person narrative, however, avoid beginning each sentence with “I”
- Show confidence and take a proactive vs. passive stance, for example “I look forward to hearing from you soon” rather than, “I hope to hear from you soon”
- Spell check and review your letter, better yet, have someone else review your letter as they are more likely to catch mistakes
- Remember to sign your letter before sending

SAMPLE COVER LETTER

① BRONCO BILLY
3801 W. Temple Ave.
Pomona, CA 91768
909-869-7659

April 14, 2009 ②

[2-4 returns]

Mr. Big Shot ③
Recuiting Manager
ACME Company
123 Main Street
Los Angeles, CA 90028

[2 returns]

Dear Mr. Big Shot: ④

⑤ Upon viewing your job positing on BroncoConnection, I became highly interested in the Financial Analyst position within your firm.

⑥ As my enclosed resume reflects, I will graduate from California State Polytechnic University, Pomona, with a Bachelor of Science Degree in Finance this June. Through my studies and academic projects I have developed hedging strategies, performed capital budgeting calculations and defined economic trends. In my recent internship with Wells Fargo Financial Services, I gained exposure to income statement preparation, cost analysis and budgeting. I am highly analytical and detail oriented with the ability to consistently meet objectives within prescribed deadlines.

⑦ I believe my education and experience is an excellent match to your needs. I appreciate your consideration and look forward to speaking with you regarding this exciting opportunity.

Sincerely, ⑧

Billy Bronco

[4 returns for your signature]

Billy Bronco ⑨

Enclosure: Resume ⑩

① Your name, address and telephone number should be included in the heading and should match in style and format to the header used on your resume.

② Remember the date. Tip: Keep copies of your cover letter, resume and the job announcement for quick reference and easy follow-up.

③ Employer information needs to be as thorough as possible, including a name and title.

④ **Salutation:** Identifies whom you are writing to. If you are unable to obtain the receiver's name, address your letter to "Dear Human Resources Professional" or "Dear Hiring Manager".

⑤ **Opening:** Identify the purpose for writing and reference how you learned of the opportunity.

⑥ **Body:** Summarize your qualifications in relation to the job announcement, including your education, work experience and applicable skills. Show your interest in the position and the company.

⑦ **Closing Paragraph:** Thank the reader for their time and consideration.

⑧ **Closing:** Always use a closing such as "Sincerely", "Best Regards", "Yours Truly", or, "Enthusiastically".

⑨ Type your name as it appears on your resume.

⑩ Identify enclosures (i.e. resume, salary history, references, etc.). Note: Letters of Recommendation may be provided should you choose, however, other attachments should only be provided when requested. Also, when emailing, the correct term to use is "attachment".