

Cover Letter Guide

Address
City, State Zip
(Area Code) Phone

Date

*****Double Space*****

Name of Addressee
Title of Addressee
Name of Organization
Street Address or Box #
City, State Zip

*****Double Space*****

Dear Addressee:

*****Double Space*****

Your opening paragraph should state the reason for the letter, the specific position or type of work for which you are applying, and how you learned of the job opportunity. You may want to state briefly why you are interested in the position.

*****Double Space*****

Your middle paragraph should explain how your academic and/or experiential background qualifies you for the position. Point out specific achievements or unique qualifications. Include any special skills you have that may be useful in the position. Don't repeat information in your resume. Single out a few especially salient factors; expand an item or two of special relevance. Be concise and to the point.

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In your closing paragraph, refer to your enclosed resume, and focus on the action to follow. Indicate your desire for a personal interview. You may want to indicate your flexibility or state a time when you will be available. Repeat your phone number. You may want to say that you will call your addressee in a week to see about arranging a mutually convenient time when you could visit. A specific and positive statement about what you will be doing next or what you wish for them to do is more effective than a vague hope, but don't be pushy.

*****Double Space*****

Sincerely,

*****Triple Space*****

Typed Full Name

*****Double Space*****

Enc.

123 Genesee Street
Utica, NY 13502
(315) 741-5463

May 31, 2008

Robert Janssen
Personnel Director
National Science Foundation
4201 Wilson Boulevard
Arlington, VA 22230

Dear Mr. Janssen:

I am interested in applying for the Laboratory Researcher position, as advertised on www.UConnects.com. This entry-level position complements my career interests and is strongly compatible with my experience and education.

The National Science Foundation is well-known for its innovative research methods and scientific discoveries, and I would welcome the opportunity to return to your organization. During the summer, I was fortunate to be granted a recurring internship position with your Materials Research Department. At this time, I successfully implemented a chemical preparation and storage system, still utilized by NSF chemical scientists. In addition to my work at NSF, I recently graduated Magna Cum Laude with my Bachelor's Degree in Chemistry. My coursework and four years of experience working in the Chemistry Department has prepared me to confidently apply my research and analytical skills to a laboratory setting.

I am available to meet with you personally, at your convenience, to further discuss my qualifications with you. I may be reached at (315) 741-5463. Thank you in advance for your consideration of my qualifications.

Sincerely,

Victor Rivera

Victor Rivera

Enc.

200 French Road
Utica, NY 13502
(315) 999-3366
paula@yahoo.com

March 15, 2008

Shirley Delon, Intern Coordinator
Computer Solutions, Inc.
1800 Commercial Drive
Yorkville, NY 13495

Dear Ms. Delon:

I am a Junior at Utica College studying Computer Science, and I am interested in joining Computer Solutions' summer internship program. The comprehensive program your company has developed is echoed throughout the Mohawk Valley as one of the best experiential opportunities for college students.

Through my coursework, I developed a strong foundation in programming languages, including C++, HTML, Visual Basic, CSS, and JavaScript. Course titles of relevance include Computer Organization and Programming, Object-Oriented Programming, Database Systems, and Data Structures and Algorithms. At Utica College, I am employed at the Computer Help Desk, where I offer technical support to students, faculty, and staff. Additionally, I am the Co-Founder and President of the Student Linux Group on campus, evidence of my enthusiasm and dedication to the field.

I hope to broaden my knowledge of programming while contributing to the services Computer Solutions offers its clients. Additional capabilities are detailed in the enclosed résumé, and I welcome the possibility to meet with you personally. Please feel free to contact me at (315) 999-3366. Thank you for your consideration.

Sincerely,

Paula Borelli

Paula Borelli

500 Oriskany Blvd.
Whitesboro, NY 13492
(315) 862-3366

June 25, 2008

Graham Jennings
Director Asian Operations
Save the Children
54 Wilton Rd.
Westport, CT 06880

Dear Mr. Jennings:

Please accept this letter of application for the Communications Assistant position advertised on your website. I am a recent graduate of Utica College's International Studies program and am eager to apply my understanding of Asia's social, political, and economic infrastructure with my desire to work for such a respected charitable organization.

I have three years' experience working as an Office Assistant in the International Education Department, where I specialized in providing communication support. Specifically, I developed marketing material for international recruiting efforts, maintained the international student database, and acted as a liaison between individual academic departments and International Education. My commitment to providing international relief is demonstrated by my volunteerism at the Mohawk Valley Resource Center for Refugees, where I offer comprehensive translation services to Vietnamese clients and serve as a mentor to Asian youth. In addition to speaking fluent Vietnamese, I spent significant time in Vietnam, Indonesia, and Myanmar, all countries Save the Children serves.

Other qualifications may be found in the enclosed résumé, and references may be sent at your request. I may be reached at (315) 862-3366 and will follow up within a week to ensure receipt of my application. Thank you for your consideration.

Sincerely,

Tara Dao

Tara Dao



206 Strebel Student Center
Phone: 792-3087 ~ Fax: 792-3370
careerservices@utica.edu
www.utica.edu/careerservices