

Cover Letter Packet



CAS Career
Services

213 Life Sciences East

(405) 744-5658

Make an appointment online at

cas.okstate.edu/careers

The Basic Cover Letter



CAS Career
Services

Cover Letter General Rules:

- **The purpose of a cover letter:** Tells why you want to work for the company, provides additional information on your skills and experience that are RELEVANT to the position and explains why you are the best candidate for the job.
- **Match the paper and font style to your resume.** This will provide a consistent look and feel.
- **Use the same header from your resume.** This will make it easier to identify you in case your documents become separated. It also provides you a chance to give the employer your name and contact information multiple times.
- **Do your research.** Address the letter to a specific person for a more personal feel. In the event you cannot identify a contact, you can address the letter to a general position. For example: "Human Resources Coordinator," Hiring Manager," or "Search Chair Committee." Stay away from gendered assumptions such as "Dear Sir(s) or Madam(s).
- **Left align the entire letter.** It is typical and expected for business letters to be left-aligned.
- **Close the letter with "Sincerely" or "Regards."** Skip three spaces and then type your name. If mailing or handing in your letter, sign your name in this space.
- **Type "Enclosure" after your name if you are directly mailing or handing in your documents.** This lets the employer know that your resume is enclosed. If you are e-mailing the cover letter, type "Attachment."
- **It is not critical for every line to be utilized.** While a half-page is too brief, there may be some blank space at the bottom of the page of a well written cover letter.

Do this:

- Create a one page unique letter for each opportunity for which you are applying.
- Write from the reader's point of view. Minimize the use of starting every sentence with "I".
- Research! Utilize the job description and named qualifications when speaking to your abilities.
- Highlight skills and experiences relevant to the position, using specific examples.
- Mention transferrable skills from unrelated experiences or academics.
- Convey interest and enthusiasm for the position and the company.
- Write confidently by stating positive things about yourself, but ensure your letter is honest.
- Thank the reader for their time and follow up after applying with a phone call or email.
- **Most Importantly**, take your time and get help with edits from Career Services.

Don't do this:

- Create a generic letter to apply for all opportunities.
- Fail to capture the reader's attention.
- Speak in generalities that do not show why your skills and experiences are a great fit.
- List skills without sharing where you learned them or used them.
- Overlook critical information. Do not send the wrong letter to the wrong company.
- Rush the letter and make spelling or grammatical mistakes.

Cover Letter Formula



CAS Career
Services

Your Name

This should be identical to the header on your resume

Date

Mr./Ms. Name, when possible

Title

Company

Street Address

City, State Zip Code

Dear Mr./Ms. Name:

The first paragraph is your introduction. The focus of the first paragraph needs to be the company and your interest in them. Name the position for which you are applying and indicate how you learned of the opening. It is important that you state what you know about the organization and why you are interested in the organization. Research information about the employer and thoroughly review their website for information. Include a brief statement matching your qualifications to the position requirements and let them know that you want to be a vital part of the organization's future success. Conclude with a formal statement of application.

The body of your letter should be one or two paragraphs in length. The focus of the body is the position itself and your ability to meet their needs. Tailor your letter to the specific needs of the employer and the requirements of the position. Let the employer know that you understand the position requirements and how you will be able to fulfill those requirements. Highlight what you can do for the company and how your skills and experience will benefit their organization. Do not repeat all the information on your resume. Instead, describe the reasons why you would be an excellent choice for the position. Tailor your remarks to the employer's point of view, and, if possible, give concise evidence of your functional skills and of the qualities you possess. Let them know that you already see yourself doing the job!

Minimize the use of the word "I." Keep the letter focus on the employer, the job, and your ability to do the job. The employer wants to know that you are interested in a career with their company, not just a job. The letter should be unique for each employer/position. Write with clarity and brevity. Use action verbs to write succinctly and clearly. Make sure to use the same letterhead from your resume on the top of your cover letter and your reference page.

The final paragraph is your closing. It needs to be simple. Let the reader know that you would like to interview for the position and that they can feel free to contact you at their convenience. Thank the reader for taking time to read your letter and for thoughtful consideration of your application.

Sincerely,

(Space for your signature if mailing or handing to employer personally)

Your name

Enclosure: Resume (if not emailing)

Pistol Pete

careers@okstate.edu | (405) 744-5253 | [Linkedin.com/in/pistol-pete/](https://www.linkedin.com/in/pistol-pete/)

Today's Date

Hiring Manager's Name

Title

Company's Name

Street Address

City, State Zip Code

Dear Hiring Manager:

As a full time graduate student and a Graduate Teaching Assistant, I am currently pursuing my Master's in Telecommunication Management at Oklahoma State University. I will graduate in May of 2020. I understand that {Company's Name} is looking for a Senior Systems Engineer at your New Zealand location, and I am writing to you with regard to this position.

As a potential candidate, I offer more than three years of industry experience in administration of client-facing and internal production of the Windows system and supporting infrastructure, maintaining internal systems related to client server provisioning, monitoring, security, backup, disaster recovery, virtualization, and authentication. I have worked with organizations with global outreaches in the IT industry as part of Service Delivery, Technical Issue Analysis, Knowledge Transfer and Customer Support. Additionally, I have first-hand experience from my internship at a prominent technology company of providing emergency response as needed to correct system failures and support 24/7 operations, providing systems design guidance to both customers and internal teams, and leading and executing both client and internal projects. I pride myself as being an amiable person, with effective organizational and time-management skills. This enables me to work with both customers and colleagues with the same degree of sophistication.

The experience I have gained along with my current skill-set will contribute positively to {Company's Name's} mission to provide peace of mind to enterprise and web-centric organizations by building and managing infrastructure that support their security, compliance and business requirements.

I would be happy to discuss my potential in this role with you! Please feel free to contact me at your earliest convenience.

Thank you for your time and consideration,

Pistol Pete

PISTOL PETE

360 Student Union, Stillwater, OK 74078
405-744-5253 | careers@okstate.edu

Today's Date

First and Last Name of Recruiter

Job Title

Company's Name

Street Address

City, State Zip Code

Dear Ms. Last Name of Recruiter:

I am a junior Entrepreneurship major at Oklahoma State University and I have a passion to help students succeed. I have always dreamed of working in higher education and have the opportunity to influence college students. The combination of personal development, education, and supporting students are elements that I am looking for in a future career.

Since I was young, I knew I had a passion to help people and serve a great cause. For the last several years, I had the greatest privilege to serve as the Big Sister to a little girl in Stillwater. Through the organization of Big Brothers Big Sisters of America, my eyes have witnessed the evolution of how one hour a week can completely transform shyness into confidence and conversation into relationship. During my undergraduate studies, I have also come to realize that knowledge is power. Whether it is a psychological theory or a marketing technique, people find the greatest success when they are informed and continue to learn and enhance their personal growth. This internship opportunity at {Company's Name} would allow me to continue my own professional growth and also assist with seeing other college students succeed. Through my part time job last year, I had the opportunity to work with college students directly in the Athletics Department. This experience and my passion for changing lives has only instilled in me the desire to work with college students full time.

Not only do I believe that I would be an ideal fit for this internship, based upon my diligent drive and professional nature, but also I possess the necessary spirit and interest in this area. This experience would be an exemplary way for me to learn and grow while also fulfilling a personal desire to help others.

Thank you so much for your time and thoughtful consideration for this internship. If you would like to set up an interview, please feel free to contact me by phone at 405-744-5253 or email at careers@okstate.edu.

Sincerely,

Pistol Pete



Pistol Pete

360 Student Union
Stillwater, OK 74078
405.744.5253
Careers@okstate.edu

Today's Date

John Smith
Title
Company's Name
Street Address
City, State Zip Code

Dear Mr. Smith:

As someone who utilized Career Services during my undergraduate experience at Oklahoma State University, I was excited to learn about the opening with the student service team as a Career Coordinator. I believe that I have the skills and the passion to excellently serve the students of OSU. Please accept my application for the Career Coordinator position at OSU's Career Services.

It was vitally important for me to understand my passions, interests, skills, and personality as I decided on a major and ultimately my future career path during my freshman year of college. I have first-hand experience of meeting with a career coordinator and seeing the impact that they had on my career path. With their help and guidance, I was able to secure a job shadowing experience and an internship during my junior year at {Company's Name}. These personal experiences only deepened my love and passion for helping people. I am grateful I had the opportunity to develop as a professional during my undergraduate studies, and I am excited about the opportunity to help other OSU students develop into professionals while on campus.

In the Career Coordinator position, you are looking for someone who can provide individual career consultation to a variety of students. During my internship at {Company's Name}, I needed to make meaningful connections with students and guide them in their educational pursuits and help them find the resources needed to make them successful at OSU. I was able to see how making important valuable personal connections with students and families had the ability to change the course of that student's life. As a career coordinator, it would be critical to be approachable, knowledgeable, and have the desire to help a student. I have gained the skills to be approachable, organized, and develop clear oral and written communication through the many group projects I excelled at during my collegiate career.

While pursuing my college education, I worked as a resident assistant, a campus tour guide and have had several years of experience in public speaking. I have dedicated my passion, invested in experiences, and pursued an education that honors my core values – education not only changes lives, but generations. I am excited about the prospects of working at my alma mater, Oklahoma State University and being part of the Career Services' family!

Sincerely,

Pistol Pete



Pistol Pete

360 Student Union
Stillwater, OK 74078

405-744-5253
Careers@okstate.edu

Today's Date

Ms. Jane Doe
College Recruiting Manager
Big Company, Inc.
999 Major Highway
Dallas, TX 75001

Dear Ms. Doe:

After having learned of your Systems Analyst position through Oklahoma State University career fair, I looked further into the job posting you had on your web site. Big Company's work and reputation in the Dallas market is impressive. You are a leader in the industry, developing new applications to address requirements of tomorrow's financial institutions. My background, skills, and goals are a perfect match for those outlined in the position announcement. I am certain I would be a valuable asset to furthering your success in Texas. As such, please accept my application for the position of Systems Analyst in your Dallas office.

You are looking for someone with strong computer skills, as well as an understanding of finance. With a bachelor's degree in Management Information Systems and a minor in Finance, I am confident that my skills are a match to the skills you desire. My first internship provided valuable exposure to financial systems used in a savings and loan company. In the second internship with a large commercial bank, I was responsible for writing programs for financial analysis and for troubleshooting network problems. In a short time, I was even asked to train six new employees on the organization's hardware and software systems.

During my time as an undergraduate, I worked part-time while maintaining a 3.5 GPA. It is this work ethic and dedication I hope to bring to your organization. Along with my academic achievements, I was the President of the Multicultural Student Association in which my role was to organize and lead meetings for a membership of 50+ students.

I am very interested in your Systems Analyst position, and would like to visit with you further about my qualifications and to learn more about the position. Please feel free to contact me at your convenience if you have any questions or would like to schedule an interview. Thank you for your consideration of my application.

Sincerely,

Pistol Pete