

COVER LETTER: response to an ad for a job or internship

Return address (your mailing address) - info should be same as on résumé. Formatting can also be the same as on your résumé, rather than the business-letter format shown here.

City, State Zip Code
(1 space)

Date:

Month day, year
(2 spaces)

Contact address:

Contact Person's First Name and Last Name
Title
Employer's Name
Employer's Street Address
City, State Zip Code
(2 spaces)

Length: 1 page

Spacing: Single-line

Margins: 1"

Font: Times New Roman, Arial, Calibri (should match what you use on your resume)

Font size: 10-12 pt

Visit www.morrisville.edu/careerservices/guides.aspx for more tips. Call 315.684.6615 for assistance.

Salutation:

Dear Mr./Mrs./Ms. (last name only) _____:
(1 space)

Introductory paragraph (typically 2-3 sentences):

Objective: to identify why you are writing and to express your interest in a specific position with a specific employer. It is not sufficient to say that you want or need a job or the experience; you have to think hard about why you want to work for the organization. If you have any contacts in the organization that you have spoken to about the position, include that here if you have his/her permission before doing so). Give an overview of your key qualifications for the position. **Make sure that you balance why you are interested in working with this employer with why they should be interested in having you work for them.** This can't be all just about you, even for an internship.
(1 space)

Body paragraph(s) (typically 1 or 2 paragraphs, 3-5 sentences each paragraph):

Objective: to provide specific examples and details of experiences that demonstrate how and where you learned or did what is required for the position. Focus on the two or three experiences where you developed or used the hard and soft skills, knowledge, interests, personal characteristics, etc. that match the qualifications outlined in the job description. **Be as specific and concrete as possible,** including results and achievements, when applicable. Don't just restate experiences on your résumé, expand on them. **Check the "Tell Your Story Using the STAR Model"** information on our website for ideas on developing your content.
(1 space)

Closing paragraph (typically two to three sentences):

Objective: to express your appreciation for the reader's time and consideration and to advise of your next step in the process. Indicate your interest in meeting to discuss your interest and qualifications. Include that you will follow up by telephone to ensure that your application was received, but provide your phone number and e-address contact information as well. **Do not add any new information here.**
(2 spaces)

Closing:

Sincerely, or Cordially, or Respectfully,
(3 spaces)

Signature: Write Your Name (if e-mailed, use electronic signature)

Type Your Name

Examples: Introductory paragraph

#1

A junior in the Agricultural Business Development program at Morrisville State College, I am excited to submit my application for (title). I heard about your internship through (name of recruiter) who spoke in an employer information session at my college, and through (name of classmate) who interned with your company last summer. I have learned about ... both in the classroom and in my work with Donahue Farms in Ruhaak, NY, and believe that I can quickly contribute to your team.

#2

Please accept my application for the position of Service Manager. Having grown up in nearby Hamilton, I am familiar with the outstanding reputation of (name of business) as (what is the employer known for) With the hands-on coursework I've tackled in the automotive management bachelor's program at Morrisville State College, and my related on and off-campus automotive jobs, I am ready, willing, and able to meet the demands of Service Manager.

Examples: Body paragraph

#1

My current job as a (name of position) with (name of organization) demonstrates my success in (name some of the responsibilities that overlap between what they are looking for and what you offer). In this role I (what have you accomplished).

#2

As a (name of position) last summer at (name of organization), I handled many of the skills required as an (title). I (describe how in that experience you handled similar responsibilities or demonstrated the attributes indicated in the job description). Also, as a member of the Conservation Tri-Society club at Morrisville, I ... (again, focus on the skills, attributes, etc. that the employer is requesting).

#2

I gained the desired level of proficiency in (requested skill) in several ways, most recently as..., in which I.... Before that I.... (mention the specific setting(s) in which you used the requested skill and some details as to what you did using that skill).

Example: Closing

#1

Thank you for considering my application. I am eager to speak with you directly about my interest and qualifications and can be reached at (xxx) xxx.xxxx or xxxxxxxx@morrisville.edu. I will follow up by telephone (name a day or timeframe) to confirm that you have received my application and answer any questions you may have.

#2

I appreciate your review of my qualifications, and would welcome the opportunity to speak with you about what I can bring to (name of organization). I will follow up by telephone (name a day or timeframe) to confirm receipt of my application and answer any questions; in the interim, I can be contacted at (xxx) xxx.xxxx or xxxxxxxx@morrisville.edu.