

Cover Letters



MARQUETTE
UNIVERSITY

Career Services Center

The suggestions that follow are based on several years of experience with the recruiting process and employer feedback. Most rules for a good cover letter are not set in stone, but strong guidelines. There is no one “right” way to write a cover letter. Employers have different opinions on what they prefer; therefore, it is important for your cover letter to best highlight your skills and interests.

MU CSC Career Interns are available to help with resume/cover letter development and improvements during the academic year Monday through Friday; 12:00 - 2:00 p.m.

MU CSC Career Counselors are available year-round by appointment. Ways to schedule an appointment:

1. Online: www.marquette.edu/csc/
2. Phone: 414-288-7423

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Cover Letter Writing

Effective cover letters convey a sense of purpose, project enthusiasm for the position or program, and demonstrate your knowledge of the employer or graduate program's goals and needs.

A positive first impression requires that your cover letter be neat and concise, containing no errors in spelling or grammar. Each cover letter should be customized to fit the position for which you are applying. You will want to customize your cover letter depending on its purpose.

Possible reasons for sending a cover letter:

- A result of a direct search
- A response to an advertisement
- A follow up on a contact made through networking

No matter what your reason for sending a cover letter, be sure it contains the following information:

- Return address with the date
- Name, title, organization, and address of the person you are writing

Suggested Cover Letter Structure

Heading

- Use the same heading from your resume on the top of your cover letter

Beginning Paragraph

- State purpose of letter
- Catch attention
- Indicate your interest in the position or company
- Flatter your audience by using company/ program information found through research

Middle Paragraph(s)

- Explain how your background makes you a qualified candidate
- Give an example, talk about a specific project, accomplishment, or service
- Highlight information found in the resume

Final Paragraph

- Refer the reader to your enclosures (resume, reference, examples of work)
- Indicate your intentions for follow-up
- Repeat a number where you may be reached

Closing

- Complementary Close (e.g. Sincerely, Regards, Thank you)
- Signature

Sample 1

Jamie A. Thomas

1324 W. Wisconsin Ave. Milwaukee, WI, 53233 | 414-288-7423 | jamie.thomas@marquette.edu

March xx, 20xx

Hiring Manager
Alma Center, Inc.
2568 N. Martin Luther King Dr.
Milwaukee, WI 53212

Dear Hiring Manager:

This letter is in regards to my application for the Case Manager-Life Skills Specialist position currently available with the Alma Center, as posted on the company website. Based on the position description given, I am confident that my skills and abilities are a good fit for this organization.

The position of Case Manager-Life Skills Specialist at the Alma Center is very appealing to me for a number of reasons. The mission of the organization, to eliminate violence and abuse in intimate relationships, matches my personal values. One of my core beliefs is that peaceful interaction is always the best path, and being a part of an organization that also holds those beliefs is something I value highly. Having the opportunity to work with fathers to foster this belief directly is another strong point of interest regarding this position. My background is in working with children and teenagers at an environmental risk, and working with the Alma Center would provide me the opportunity to assist this client base, albeit in a different manner than in the past.

The traits I hold match very closely with those you seek in a Case Manager-Life Skills Specialist. Through my internships I have had the opportunity to work in case management at South Shore Teen Rehabilitation Center, with public welfare programs. These skills are all important traits for any counselor to have, and especially for a Life Skills Counselor. During my time at South Shore, I handled numerous case files, working with teenagers to overcome drug and alcohol addictions. This experience taught me the value of remaining open-minded and compassionate while maintaining a positive attitude, as without those aspects, the clients would not be able to receive the aid they required.

I feel that my experience and strong desire make me an excellent candidate for the position of Case Manager-Life Skills Specialist. I look forward to the opportunity to speak with you in the near future. If you have any questions regarding my documents or qualifications, please contact me at 414-288-7423 or through email at jamie.thomas@marquette.edu. Thank you for your time and consideration.

Sincerely,

Jamie A. Thomas

Sample 2

Andy English

1324 W. Wisconsin Ave • Milwaukee, WI, 53233 ▪ 414-288-7423 ▪ andy.english@marquette.edu

February 1, 2014

Ms. Patricia Davis
Vice President of Sales, National Firm
123 Technology Drive
Milwaukee, WI 53212

Dear Ms. Davis:

I would like to be considered for the Proposal Writer role, which I learned about through your posting on Marquette University's Career Manger system. This May I will be graduating from Marquette University with a degree in Writing Intensive English. I feel that National Firm would be the ideal place to apply my writing skills to a business setting. The following examples demonstrate how my educational background and professional experience make me an exceptional candidate for this position.

While working as a Peer Tutor at the Ott Writing Center, I partnered with students across all majors to achieve their writing goals. Being able to switch from creative prose to explaining how semiconductors work in a matter of minutes enhanced my ability to switch tasks quickly and work in a dynamic and often ambiguous environment. Additionally, as part of this role, I successfully completed advanced training in editing and listening. All of these skills will help me to effectively compose proposals for National Firm.

Furthermore in my current role as a Communications Intern at Assurant Health, I craft a variety of written materials including product guides for customers and internal memorandums for the intranet. These projects require me to work collaboratively with representatives from the legal, sales and public relations teams to turn thoughts into final products. For each project, I listen to each department's requirements, synthesize this information into written form and then organize it into an aesthetically pleasing format.

These experiences have taught me value of teamwork, flexibility and attention to detail, and I hope they will convince you to learn more about me in an interview. Additional details regarding my qualifications can be found in the attached resume. I can be reached on my cell phone at (414) 288-7423 or via email at andy.english@marquette.edu. I will call to follow up on this letter within the next week. Thank you for considering me for this position. I look forward to hearing from you soon.

Sincerely,

Andy English

Career Services Center Contact Information

Location:

Holthusen Hall, First Floor
1324 W. Wisconsin Avenue
P.O. Box 1881
Milwaukee, WI 53201-1881

Contact:

Phone: (414) 288-7423
Fax: (414) 288-5302
E-mail: career.services@marquette.edu

Ways to schedule an appointment:

1. **Online:** www.marquette.edu/csc/
2. **Phone:** Call 414-288-7423
3. **In-person:** At the Career Services Center (see location)

You will receive a **confirmation e-mail** after scheduling an appointment outlining our policies and how to cancel/reschedule.



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