

# COVER LETTER TIPS



## COVER LETTER BASICS

- Cover letters are an opportunity to use a narrative format to convey the story of how your academics, experience, relevant qualifications, and Spartan Ready competencies align with the position / organization.
- The cover letter should be focused on the employer needs, and accompanies your resume. (It is NOT a repeat of your resume!)
- Use this document to showcase your top 3-4 differentiators.
- Cover letters give you a chance stand out and convey your most marketable qualifications and why you're interested in the company.
- It should be tailored to each position you apply for!

### Tips for Formatting

10-12 point font

.5"-1" margins

about  $\frac{3}{4}$  page in length

use block paragraphs  
(single space, no indentation, one space between each paragraph)

do not use a template

use header from resume

avoid starting every sentence with "I"

### Before sending your cover letter...

- **be sure you are addressing the correct company and job title in the letter**
- **have it proofread by Career Services and Saunders Writing Center**

## ORGANIZING YOUR COVER LETTER

NAME

Contact information as it appears on your resume

August 29, 2019

Hiring Person's Name (if you have it) OR Company Name  
Hiring Person's Title (if you have it)  
Company Address

Dear First/Last Name: (or Hiring Manger, or Hiring Committee)

### First Paragraph: "Why Them"

Explain the reason for the letter and show enthusiasm! Mention how you learned of the position. Demonstrate knowledge of the company by using one or two sentences to tell them why you are interested in them! This demonstrates you have researched them. Finally, state two or three reasons why you are qualified.

### Second Paragraph: "Why You"

Your opportunity to expand on two or three qualifications and reasons for interest. Highlight internship experience, class projects, extra-curricular experience, or other experiences that demonstrate how you meet/exceed their requirements for the role based on the job/internship description. Include information about your academic area of emphasis, your classification in school, and your coursework. Be sure to use industry language and verbs used in the job/internship description.

### Third Paragraph: Closing

Re-emphasize your interest in the role, direct the employer to find more details about you in your resume, and thank the employer for considering you as a candidate.

Sincerely,  
Your Name

See reverse side for  
sample

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## INTERNSHIP DESCRIPTION

Posted on HIRE-UT

### 14655/Human Resources Intern The Dali Museum

Internship candidates should have an understanding of:

- Microsoft Excel
- Microsoft Word
- Google mail

#### Responsibilities:

The internship will provide an opportunity to assist with:

- Archiving of historical museum employee information and performance
- Human resource guidelines & procedures documentation
- Database management
- Updates to employee handbook
- Updates to job requirements and descriptions for all positions
- Implementing processes to evaluate performance

**NOTE HOW THE COVER LETTER IS COLOR CODED TO CORRESPOND WITH SPECIFICS FROM THE JOB DESCRIPTION**

The student highlights communication abilities (most employers look for this), as well as demonstrates knowledge and interest in the Arts and the museum.

## Cover Letter Tailored to Internship Position

I am excited to apply for the Human Resources Internship that I heard about through Joe Thomas, who represented your company at The University of Tampa internship fair. The Dali Museum was foundational for developing my appreciation of the arts, and is **an unparalleled artistic venue** where I would be proud to work! My leadership and project experience, along with my long-term interest in the arts, make me a great fit for this internship.

As a sophomore Communications major, I've had the opportunity to serve as the Recruitment Coordinator for my sorority. In this role, I provided clear communication of expectations for recruits, often using **Microsoft Word** to write guidelines and expectations, as well as communicating via **Google mail** and other widely used email servers. **Excel** was also a tool I used routinely for tracking data on potential recruits. The Internship description also mentioned managing databases and updating employee handbooks. I have had similar experience **managing recruitment applications through Engage**, and being on a committee that **updates our sorority guidelines and requirements on an annual basis**. Under my leadership, our sorority increased recruits by 30% during the 2018/19 academic year. Additionally, I serve on the philanthropy committee, where I encouraged members to participate in volunteering in arts organizations.

Along with the leadership role in my sorority, I have participated in several group projects in my Communications classes. Project experience has given me the opportunity to hone my interpersonal skills while working with a variety of team members, develop project management abilities by keeping track of each aspect of the project and sticking to a timeline, as well as communication skills used to write reports and present our work to peers and professors. My peers and professors have noted that I am consistent with managing details and skilled at public speaking and presenting. I recently won first place in UT's Elevator Pitch Competition! The qualities demonstrated in my group projects, along with my leadership experience in my sorority, would be highly congruent with the tasks required in the HR Internship.

The HR Internship at the Dali Museum is an intriguing opportunity and I hope to join your team! Please refer to my resume and LinkedIn profile for more details about my experience. Thank you for considering me for this role, and I look forward to hearing from you!

**Highlighted information demonstrates how the student used phrasing from the museum website to tailor their interest in the museum.**