



# Cover Letters

## Letter Writing

An employers' first contact with you – a prospective employee – often results from your letter to him/her inquiring about employment. At the moment the employer reads your letter, s/he does not have the opportunity to see your beautiful smile, sparkling eyes, neat appearance, and overall intelligent demeanor. Because your correspondence is, at this point, the only means an employer has to measure your ability and professional poise, the successful completion of this stage of your job search will depend upon how effectively you can communicate in writing. If your letter is poorly constructed, incorrectly punctuated, incoherent, or filled with misspelled words, then you immediately have to contend with the employer's negative views of you before you ever reach the interview. Therefore, it is absolutely essential that all of your correspondence be impressive.

## Cover Letter

(May also be called a Letter of: introduction, Application, Inquiry, or Transmittal)

A cover letter must accompany each resume that you send to a prospective employer. This letter should not repeat the information in your resume although for emphasis you might restate a point or two. Certainly, achievements not referred to in your resume, which relate to the position for which you are applying, will enhance your opportunity for employment. By emphasizing your abilities, accomplishments, and personal qualities – information that does not appear in your resume but can be valuable to an employer – your cover letter can help balance a lack of actual on-the-job experience. Each letter you send must be individually typed; at no time should one be duplicated.

1. Address your letter to a specific person. This person may be the personnel director of the organization or the head of the department in which you are interested.
2. State why you are writing; identify the position or field of work for which you are applying. Tell how you heard of the opening or organization.
3. Tell why you are particularly interested in this company/school, location, or type of work. Mention one or two qualifications you think would be of greatest interest to the employer, slanting your remarks to his/her point of view. If you have a related experience, point out specific achievements and how you believe these could be of benefit to the organization.
4. Refer the reader to the enclosed resume or the employer's application form. If you have established an education credential file (placement file), you may wish to say the University of Science & Arts of Oklahoma has and will be sending reference letters.
5. Request the next step in the employment process: personal interview, further information, etc. Make sure your closing is not vague, but makes a specific action from the reader likely.

# Sample Cover Letter

1234 West Grand Avenue  
Chickasha, OK 73018  
March 9, 2004

Ms. Rebecca Clark  
Director of Personnel Relations  
ABC Marketing, Inc.  
9876 College Place  
St. Paul, Minnesota 55133

Dear Ms. Clark:

Next May I will graduate from the University of Science and Arts of Oklahoma with a Bachelor of Arts degree in communication. I am seeking a position with ABC Marketing in the marketing research department. I have read with great interest about your research division in the St. Paul office, and would like to have the opportunity to become associated with your organization.

Having completed an internship with Delta Faucet in marketing research, I have confirmed my interest in and talent for marketing research. As a Zeta Phi Eta member, I have taken an active role in the planning of meetings and programs and have kept abreast of current trends and issues. I believe this background, combined with my conscientiousness and resourcefulness, would be an asset to ABC Marketing. Additional information concerning my experience and training is included in the enclosed resume.

I would like the opportunity to talk with you concerning professional opportunities with ABC Marketing, Inc. I will call you next week to arrange for an appointment. Thank you for your time and consideration.

Respectfully,

*Sharon L. Miller*

Sharon L. Miller

Enclosure