

TUTORING COVER LETTERS

A presentation brought to you by the
Purdue University Writing Lab



First Five Minutes

- Understand the purpose of the cover letter
 - Full-time job, internship, assignment?
 - What type of job, internship, assignment?
- Find out what parts of the cover letter have given the student trouble
- Focus on these sections

Cover Letter Basics

- A cover letter expresses interest and qualifications of a student for a particular position
- Very personal
- Tailored to position/company
- Expands main points from student's resume
- "Sells" qualifications to the prospective employer

Ultimate Goal:

To get an interview!

Preliminary Research

- Make sure student knows:
 - General job information
 - Desired qualifications and skills
 - Key values and words
- Research helps the student tailor his or her cover letter

Student Address

Stacy Lolkus
222 Harrison Dr
Apartment 5
West Lafayette, IN 47906
765-450-7583
slo@purdue.edu

Date

October 16, 2006

Employer Address

Jenny Lock
Uline — HR Recruiting Center
2105 S. Lakeside Drive
Waukegan, IL 60085

Salutation

Dear Ms. Lockridge:

First Paragraph

After speaking with Emily Richards about her past summer in the internship program, I am very interested in your Human Resources Summer Internship position. I worked with employee benefits this past summer and became very interested in the human resources aspect. I have obtained many leadership opportunities while working as a Business Writing Consultant Assistant Coordinator at Purdue's Writing Lab that would be valuable in a career at Uline.

As Business Writing Consultant Assistant Coordinator at Purdue's Writing Lab, my primary role is to help train new tutors for the Writing Lab. I work directly with the Business Writing Coordinator teaching classes and participating in mock tutorials to allow students to obtain hands-on experience tutoring business documents. I also organize educational workshops to refresh the skills of current Business Writing Consultants. My position as a Boiler Gold Rush Team Leader also challenged me to use my enthusiastic personality to motivate incoming freshmen to be involved in campus activities. As a Human Resources Intern at Uline, I could use all of these leadership skills while learning more about recruiting and hiring practices.

Middle Paragraph

Conclusion

Thank you for considering me for this position. I would love to discuss these and other qualifications with you. If you have any questions, please call me at 765-450-7583 or e-mail me at slo@purdue.edu.

Sincerely

Closing

Stacy Lolkus
Stacy Lolkus

Enclosure: Résumé

Header

- Make sure the student addresses the letter to a specific person if possible (preferably the interviewer)

Your Name

Your Street Address

City, State, Zip Code

Date

Name of Contact Person

Title

Organization

Street Address

City, State, Zip Code

Dear Ms., Mr., Dr., (etc):

More Examples

Template

Date

Name of Contact Person

Title

Organization

Street Address

City, State, Zip Code

Dear Ms., Mr., Dr. (etc):

Example

October 4, 2006

Stacy Lo

CEO

Lo Labs

300 State St.

Chicago, IL, 60611

Dear Ms. Lo:

First Paragraph

Make sure the student has succeeded in:

- Getting the reader's attention
- Introducing him/herself
- Explaining purpose of letter
- Explaining why interested in the position or the company
 - Culture?
 - Approach?
- Previewing the rest of the letter

After speaking with Emily Richards about her past summer in the internship program, I am very interested in your Human Resources Summer Internship position. I worked with employee benefits this past summer and became very interested in the human resources aspect. In addition to the many leadership opportunities I obtained while working as a Business Writing Consultant Assistant Coordinator for Purdue's Writing Lab, I have also developed my communication skills during my summer internship.

Middle Paragraphs

Student should:

- Highlight his or her skills and benefits he or she has to offer the company
- Emphasize interest in the company
- Provide concrete evidence
 - Show don't tell
 - Include specific, credible examples of qualifications for the position

As a banking representative at Chase, I provided quality customer service while promoting the sale of products to customers. I also handled upwards of \$20,000 a day and was responsible for balancing the bank's ATM machine.

Conclusion

- Conclude with next step
- Provide contact information

I would love to discuss these and other qualifications with you. I look forward to meeting you very soon. If you have any questions, please call me at 765-420-6783 or e-mail me at slo@purdue.edu.

Closing Formats

Example 1

Sincerely,

Simon Smith

Enclosure: Resume

Example 2

Sincerely,

Simon Smith

5886 Tunbridge Crossing

Fort Wayne, IN 46815

ssmith@purdue.edu

Enclosure: Resume

Look for:

Weak Language

I worked as a ramp agent at Comair.

Strong Language

As a ramp agent, I assisted in loading baggage, oversaw fueling the aircraft, and stocked commissary items on the aircraft.

Look for:

- Unprofessional language
- Length
 - Letter should only be one page
- Strongest and most relevant qualifications should be highlighted
 - Limit to a few
- Easy to read
 - Begin with topic sentences

Extra Tips



- Investigate!
- Don't take over the tutorial
- Be positive!

THE END

