



Cover Letter Checklist

- My cover letter is in a business letter format.
- My introductory paragraph indicates the specific position or field I am seeking.
- My introductory paragraph motivates the reader to continue.
- I demonstrate interest in the organization/field.
- I address specific skills, experiences, or education that the organization/field is seeking.
- If I read only the first sentence of each paragraph, I get the message of the cover letter.
- My cover letter "flows" smoothly. Similar skills are grouped in the same paragraph.
- My purpose for sending the letter to the reader is clear.
- My cover letter comes off as personal, warm, and professional.
- I have used active voice and action verbs.
- My sentences are easy-to-read, with varied structure and length.
- There are NO spelling or grammatical errors in my cover letter.
- I have thanked the reader.
- I have indicated my next step.
- My contact information is included (phone # and email address).
- I have signed my cover letter.

Use this template as a guide to writing your cover letters

Your Name
Street Address
City, State, Zip Code
Phone Number

Date

Individual's Name
Position Title
Name of Organization
Street Address
City, State, Zip Code

Re: Position Title you are applying for
Dear Mr. /Ms. _____:

First Paragraph: State the reason for writing. Name the specific position or type of work for which you're applying. Mention how you learned of the opening.

Second Paragraph: Explain why you're interested in working for this employer and specify how you fit this position. Use this paragraph to offer what you bring to the table as well as what you hope to gain from the position. Don't repeat the information on your resume. Include something special or unique about yourself that will benefit the employer. Remember, the reader will consider this an example of your writing skills. Consider highlighting your accomplishments and how you can add value to the company.

Third Paragraph: Include a statement or question that will encourage the reader to respond. Be sure to communicate your plan to follow up. You might state that you'll be in the area on a certain date and would like to set up a meeting, or you'll call on a certain date to set up a meeting. Finally, thank the employer for his/her time and consideration.

Sincerely, (Your Signature in blue or black ink)

Print your name (First Name, Last Name)

Sign Your Name

Example of a Cover Letter

Sally Johnson
123 Bakers Road
Brooklyn, NY 11201
Sally.Johnson@vanderbilt.edu
(917)555-5555

Leslie Jones
Technical Recruiter
GreenOrder
456 Laughlin Way
New York, NY 10001

February 1, 2015

Re: Entry-Level Civil Engineer (Sustainable Design)

Dear Ms. Jones:

Address blocks are used when the document is printed or attached to an email.

Address blocks are not used if the cover letter is pasted into an email or an online application.

I am writing in response to your January 15th posting in Monster for an Entry-Level Civil Engineer (Sustainable Design). I first learned of GreenOrder when Andrew Shapiro spoke on “Using Green to Win: Sustainable Innovation and Competiveness” at Vanderbilt University last fall. I was very impressed to hear about GreenOrder’s interdisciplinary approach to using green leadership to spur innovation.

You will find that my interests, experience and background are well-suited for this position. While interning at The New York Environmental Council, I worked as part of a team which reviewed sustainability practices for higher education initiatives across the state. We conducted phone interviews with five universities to discuss their current green strategy and pulled together a report that was presented to the CEO. Through that experience I participated in every phase of the project, utilizing and enhancing my knowledge I developed through this project management, legislation, marketing and reporting findings. The knowledge I developed through this project about green practices would allow me to step in and make an immediate impact within your organization.

In your posting, you mentioned a desire for a candidate with strong quantitative and analytical skills. I demonstrated these skills while leading my senior design project team to design a concrete canoe. We were charged to overcome several design challenges while adhering to the ASCE Steel Manual and Concrete Specifications. We were able to incorporate sustainable materials in our design including a carbon sequestering cementitious material used to offset the carbon footprint of our canoe. Ultimately, our team canoe won 2nd place overall nationally among 37 teams in the American Society of Civil Engineers competition. I am confident that my technical skills, combined with a passion for environmental sustainability would add value to the GreenOrder team.

Thank you for your time and consideration. I look forward to speaking with you and learning more about this opportunity.

Sincerely,

(Signature)
Sally Johnson

Example of an Internship Letter with Prior Contact

Phil j. Nichols
Vanderbilt University
789 Maple St
New York, NY 10036
(646) 421-1234

Ms. Nikki Manning
HR Recruiter
Perfect Publishing
1800 Elm Tree Lane
Brooklyn, NY 11217

February 25, 2016

Dear Ms. Manning:

I enjoyed speaking with you on Friday, February 19th about internship opportunities at Perfect Publishing. As a sophomore majoring in English, I am very interested in seeking an internship with Perfect Publishing. I possess a strong desire to explore a career in children's book publishing. Through my research I have found your company has published many Newbury Award Winning books and has been recognized by Scholastic as the most innovative publishing house of XXXX.

As indicated on the enclosed resume, I have much to offer Perfect Publishing. My English coursework and position on the yearbook staff have helped me to develop strong writing skills and an eye for detail. Additionally, my summer jobs have taught me how to interact with a diverse group of people in a fast-paced and changing environment. I am eager to learn, hardworking, and self-motivated and would welcome the opportunity to become a part of the Perfect Publishing team for the summer.

I would like the opportunity to meet in person to share more about my background and the skills I would bring to your company. If you need any additional information, please contact me at (646) 421-1234, or phil.j.nichols@vanderbilt.edu. I look forward to the opportunity to interview with Perfect Publishing. Thank you for your consideration.

Sincerely,

(Signature)
Phil J. Nichols