

Professional Development Center/ Writing an Effective Cover Letter

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On November 12th, 2019, Mendez attended a Professional Development Workshop from 12:45 to 2:00 pm on N-119 at New York City College of Technology. The Workshop was a presentation on how to write an effective cover letter for any job application or potential internships. At the end of the workshop, Mendez was glad that she had taken this specific workshop because it worked in her favor. Mendez is graduating in Fall, 2019. Attending this workshop really went into detail on how to write the perfect cover letter for all potential applications after the semester ends. Mendez believes that cover letters are very important because it is a way to express who a person really is. Resumes are a great way to show employers your experience but cover letters really go in-depth of what you have done in your previous years within jobs, internships, and extra-curricular activities. This specific workshop is offered through the Professional Development Center at The City University of New York, CUNY because it is intended to help students develop their writing skills through their cover letters. Everybody in this workshop got to learn how to write an effective letter through some steps. There were a few keys that the speaker told everybody that was very important while writing a cover letter. Those 4 steps consisted of keeping our cover letters one page, customizing it to the company in which we are applying for, not to make impassioned claims, and in detail explain why are we interested in the position we are applying for.

The objectives of this workshop were to help students write a cover letter that contained the smallest steps possible. The first step into writing an effective cover would be having a strong introduction as to why choose the job? The second paragraph would explain why you choose the candidate for the position? The third paragraph would answer the question of why

this job? The fourth paragraph would answer why are you choosing the specific company you applying for? And finally the close of your cover letter. Students were also taught to write extensive modeling skills that a student may have in their previous or current jobs. We also learned that since we have a one-page maximum to express ourselves for our desired jobs is best to always be in detailed and be specific while answering questions about ourselves in the cover letter. The less we write is better but it must be specific and detailed therefore, the potential employer can be more intrigued. Mendez also learned that there are three types of cover letters. There is an application letter, a referral/networking letter and a letter of interest. Students were also told that it is very important to always send cover letters in PDF format to the employer and to always thank them at the end for reviewing their application and submitting their emails incase the employer would want to further contact.

As a participant, Mendez believes this Professional Development workshop adds to her professional career because it enhanced her knowledge on how to write the perfect cover letter. Mendez believes that first impressions are always the most important. Cover letters are the same way. A cover letter is the first impression a future employer has of you, and it is always important to leave a good impression behind. Cover letters can also distinguish if the applicant is a good writer. Usually, when an applicant demonstrates good writing skills the employer will be impressed having them believing that the applicant can also demonstrate excellent verbal skills.

The value of taking this professional development workshop was to help students write the perfect letter whether it is for an internship or career jobs. The workshop was super helpful to every student who attended. Students got the chance to take additional notes and ask questions.

The speaker who presented was helpful and was very interested in helping us all achieve effective cover letters. Overall, Mendez believes this workshop was super beneficial and valuable. Cover letters are something that everybody will eventually have to do throughout their careers to find the ideal job and writing the perfect cover letter will make anyone stand out and get the job.