Cover Letter

Cover letters do more than introduce your résumé. A cover letter's importance also includes its ability to:

• Explain your experiences in a story-like format that works with the information provided in your résumé
• Allow you to go in-depth about important experiences/skills and relate them to job requirements
• Show the employer that you are individualizing (tailoring) this job application
• Provide a sample of your written communication skills

Important elements and order:

• Start with left-alignment and 1" margin
• Student name and address
• Date
• Address of employer
• Salutation (Dear _______: )
  o Do research to find whom your letter will go to. Don't ever put "To Whom it May Concern"
• First paragraph (I am applying for the ______ job at your company, _________)
• Middle paragraph (describe your qualifications)
• Conclusion paragraph (Thank you in advance. I will contact you....)
• Closing (Sincerely, name, signature, and enclosure listings)

*** Cover letters are single spaced with a space between each major section and paragraph. Have 3 spaces between the closing line and the typed name.

Résumé

Elements to include:

• Name of applicant
• Contact information (present addresses, phone number, email address)
• Objective (optional)
  o Brief and to the point, or detailed description of desired position and qualifications
• Education
  o Degree type, date graduated, school/institution and general address, minor (if applicable)
• Experience (make sure to use action words when describing your experience)
  o Type of experience (server, swimmer, etc.), dates of experience, experience and general location, details regarding experience
  o Use active, interesting verbs
• Honor & Activities
  o List

**A few things to remember:

• The ultimate goal is to get an interview.
• Reorganize your résumé if needed. Cater it to the company you’re applying to work for
• White space is good (it makes it easier to read).
• Use a basic, readable format; keep it simple, but professional.
• Cover letters and résumés are an art form, so get creative on the font, formatting, and style!
Cover Letter Example:

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.

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,

Stacy Lolkus

Enclosure: Résumé

Source: Purdue Online Writing Lab, 2009.
Objective
A sales and marketing internship allowing me to utilize my leadership and communication skills and apply my knowledge of the healthcare industry.

Education
Purdue University, West Lafayette, IN
Kranmert School of Management
B.S. in Management
Marketing Minor
Human Resources Minor

Familiar Computer Applications
Microsoft Office
Netscape
Communicator
Microsoft Access
Internet
Explorer

Special Course Project
- Acted as client liaison for Memorial Hospital as part of Business Writing team project
- Conducted research and prepared report on more efficient communication systems

Volunteer Service
Volunteer, Memorial Hospital Pharmacy, Michigan City, IN
December 1993-May 1994
- Prepared prescriptions to meet diverse needs of patients and customers
- Ordered various pharmaceutical products from different suppliers, handled billing
- Offered over 100 hours of volunteer service in health care facility

Work Experience
Cashier, Alvin’s Supermarket, Michigan City, IN
May 1995-August 1997
- Trained new employees in customer relations and efficient money handling
- Balanced cash register drawers and maintained high level of accuracy
- Assisted manager with inventory and ordering procedures

Sales Associate, Nana’s Cottage, Michigan City, IN
July 1992-November 1994
- Balanced registers and opened/closed store in a responsible manner

Leadership Activities
Old Masters Fraternity
- Central Committee Co-Chair
- Hostess
- Publicity Club
Delta Sigma Pi Professional
- Krannert Employers Forum Hostess
- Management
- Purdue Water Ski
Delta Gamma Sorority
March of Dimes
Walk-America

Source: Purdue Online Writing Lab, 2009.