

Cover Letter Tips

The cover letter accompanies the resume and communicates a personal message to the employer.

Content

- Introduce yourself and explain the purpose of the letter.
- Mention the name of any contact you may have at that organization.
- Communicate something of interest regarding the organization or position.
- Don't just repeat what's already in your resume, emphasize/expand upon specific qualifications and accomplishments as they relate to the position.
- Thank the contact for their consideration and indicate that you wish to be interviewed.

Style

- Write the letter in standard business format, (see page 13) address the letter to a specific person, with correct title, name of organization and address.
- Ensure it is grammatically correct with NO spelling errors - use spell check AND manually proof-read it.
- Avoid sending a generic cover letter. If you do not have a contact name, check the website or call the company for the contact information. Avoid using *To Whom It May Concern*. If you must, address the letter to Dear Human Resources Manager: or Dear Internship Coordinator:

Cover Letter Body

Opening Paragraph

State why you are writing, name the position or type of work for which you are applying, and mention how you heard of the opening.

Second Paragraph

Answer the question: Why You? Explain what skills, abilities, talents, and interests you can offer the employer. If you have had experience, be sure to point out your particular achievements or other qualifications in this field. Expand upon items on your enclosed resume that may be of particular importance in supporting your candidacy.

Third Paragraph

Answer the question: Why This Organization? Explain what you know about this particular employer and why you are interested in working specifically for them over other organizations.

Closing Paragraph

Have a strong closing designed to facilitate an immediate and favorable reply.

MACY BENJAMIN

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November 15, 2012

Ms. Pat Johnson
Museum Director
Boston Gallery of Fine Art
250 Farnsworth Street
Boston, MA 02110

Dear Ms. Johnson:

Please accept my enthusiastic application for the Curatorial Assistant at the Boston Gallery of Fine Art as posted in eFriars at Providence College. As a junior with a well-rounded background in Art History, I am eager to supplement my course work with a spring semester internship. After reviewing your website and internship listing for the Curatorial Assistant, I am confident that I have the skills, attributes and experiences that meet the qualifications you are seeking.

This past summer I participated in an exclusive program for art history majors at LeLouvre in Paris. I studied European art and attended an interesting seminar about the workings of the museum. I also volunteered during the previous summer, serving as a Museum Assistant at the information booth for the Springfield Museum of Art. In addition, I have earned strong grades in my art history related courses, including Ancient Classical Art, Medieval Art, Italian Renaissance Art and Modern Art.

I am most interested in the Curatorial Assistant opportunity because of the unique hands-on training that the Boston Gallery of Fine Art offers. I respect the reputation that that BGFA has developed and its commitment to quality. I would welcome the opportunity to contribute my skills, interests and enthusiasm as an Intern with the Boston Gallery of Fine Art.

Thank you for your consideration. I would appreciate the opportunity to meet with you in an interview.

Sincerely,

Sign here if sending hard copy

Macy Benjamin



DO NOT copy examples exactly as recruiters may receive the *same letter* from multiple PC students. Use this as a guide to draft your own letter and then seek feedback during Quick Question Hours.

Thank You / Follow-Up Letters

Always write a thank you letter *immediately* after your interview. The goal of this follow-up correspondence is to:

- Help the employer remember you.
- BRIEFLY reiterate your qualifications as they relate to the position.
- Demonstrate professionalism and an aptitude for follow-through to the prospective employer.
- Offer you one additional opportunity to express your interest in the opportunity and genuinely thank the interviewer.
- State information that you might not have said during the interview.

A hand-written or typed thank you note is often preferred, but an emailed thank you is also acceptable. Use your best judgment in deciding which format to use.

Sample Thank You Letter

April 21, 2013

Ms. Jane Doe
Public Relations Manager
XYZ and Associates
1234 Tremont Street
Boston, MA 12345

Dear Ms. Doe:

Thank you for the opportunity to meet with you yesterday to discuss the summer internship program at XYZ and Associates. I was excited to learn that your program offers a hands-on learning experience for students interested in the field of Public Relations. As discussed, I believe that my strong liberal arts curriculum has helped me to develop the necessary skills for this position.

I enjoyed meeting with your staff and especially appreciated your detailed explanation of the intern program and public relations philosophy at XYZ and Associates. I look forward to hearing from you regarding the next step in the hiring process and to the possibility of joining your team this summer.

Thank you for your time and consideration.

Sincerely,

Sign here if sending hard copy

Julia Jacobs



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