CREATING YOUR JOB SEARCH TOOLS

Cover Letters
The cover letter is a formal business letter that is often the first contact with a prospective employer. It serves as an introduction of you and your experience. It allows you to express your enthusiasm for the position and why you want to work for their company. Tailor each letter to specific employers. Page 1 is an outline, Pages 2 and 3 are examples.

You might use this formal format if you are attaching the letter with your resume in the email. If you plan to use the cover letter as the body of the email, there is no need to include the address.

Avoid using To Whom it May Concern or Dear Sir/Madam. It is best to use Hiring Manager if name is unknown. Use professional pronouns if known. Otherwise, refrain from using binary salutation; instead write out their full name: Dear Miriam Lopez.

Create your signature as a jpeg and insert above your typed name.

Tip:
Many employers ask candidates to apply online at the company website; these sites do not always require cover letters, but if there is an option to submit one please do so.
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Sample Cover Letter #1—Employment

Use this format only if attaching your cover letter to an email.

Indicate where you heard about the position.

Mention some information about the company to show that you have taken the time to do research.

Use strong action words to describe your experiences and achievements.

M. Mudd
Claremont, CA | mike_mudd@hmc.edu | linkedin-mikemudd

March 6, 20XX

Mr. John Bowman, Vice President
California Federal Credit
800 Travis Avenue, Suite 1404
Houston, TX 77002

Dear Mr. Bowman:

I am interested in applying for a position in your organization’s management training program, where I can strengthen my knowledge and exposure of the consumer finance industry. Your organization attended the Career Fair at Harvey Mudd College, and I enjoyed talking to Jose Hernandez about your organization.

I plan to pursue a career in financial management and would like to begin my career in banking and consumer finance. I can see from your website that your management program offers a wonderful opportunity to learn both banking and consumer finance. I was impressed by the organization’s growth in the past five years as well as how it is implementing new programs.

As current president of Harvey Mudd College’s Associated Students, I have had the opportunity to strengthen my leadership and organizational skills by planning and coordinating various fundraising and special event activities for the campus community. Through my academic coursework in mathematics, I have also developed strong communicative, analytical and problem-solving skills which will be necessary not only as a management trainee, but also in a future role as a branch manager. Furthermore, while attending college, I gained experience in customer relations and sales through various part-time positions in retail sales and telemarketing. In addition to these experiences, my interpersonal skills, motivation and willingness to learn will also enable me to be a strong candidate for your excellent management training program.

I have attached my resume for your consideration. I would appreciate the opportunity to meet with you to further discuss my qualifications. If you have any questions, please feel free to contact me at 909.621.4444 to mike_mudd@hmc.edu. Thank you for your time and consideration.

Sincerely,

(Signature)

Mike Mudd
Sample Cover Letter #2—Employment

Polly Gonn
Claremont, CA | polly_gonn@hmc.edu | linkedin-polly-gonn

March 20, 20XX

Mark Patterson, Section Manager
Hewlett-Packard Inc.
16399 W. Bennett Drive
San Diego, CA 9217

Dear Mark Patterson:

I am applying for the position of systems analyst in your San Diego office, as advertised in Harvey Mudd College’s newsletter. My friend John Brown is employed in the Los Angeles office and highly recommends Hewlett-Packard.

Early in my coursework in computer science and mathematics at Harvey Mudd College, I began seriously considering future employment with the Hewlett-Packard Company. We use a number of your products in our laboratory work. The design, precision and reliability of these products are impressive. More recently, I noted in a professional computing journal that you are undertaking a new project to apply microcomputers in automatic control systems.

Many of my electives were in the fields of control systems and computers, and I worked for three summers in microcomputer applications. I believe that I am well qualified to begin my career employment on your new project; I know that it is directly related to my interests.

I have attached my resume for your consideration. I would appreciate the opportunity to meet with you to discuss how my education and experience could benefit your organization.

If you need to reach me, my phone number is (909) 627-5555 and my email is polly_gonn@hmc.edu.

Sincerely,

(Signature)

Polly Gonn