## Cover Letter Tips

**Fast Facts:**
- Cover letters are used when you are directly replying to a job announcement you have found.
- The purpose of a cover letter is to get the prospective employer to read your resume more thoroughly.
- The cover letter is a marketing tool to communicate your value to the employer.
- Be sure to write a targeted cover letter for each job you apply for.

### 821 South Monaco Circle  
Englewood, CO 80112  
October 8, 2004

Jill DeNichols  
Crystal Media Group  
Regional Sales Manager  
409 East Virginia Avenue  
Chesapeake, VA 23322

Dear Ms. DeNichols:

I am writing in regards to the Account Executive position that was listed with the Colorado State University Career Center. In conducting research on Crystal Media Group, I was impressed by the broad range of information that your publications provide, from historical and economical information to relocation guides. I am very interested in working for a company that has such an outstanding record of customer service while being in the top 5% in the nation for this field. After reading through the description of the successful candidate, I am positive that I possess all of the qualities that you are seeking in an account executive.

As you can see from my enclosed resume, I earned a Bachelor of Arts in Speech Communication from Colorado State University, with my specialty being group presentations. Whether it was reciting historical speeches in front of a class, or delivering project updates to a professor in a mock boardroom setting, I always took the initiative on group projects to ensure the assignment was done properly and on time. Such confidence in public speaking led quite naturally to a career in sales. My high sales figures while at Wilson Direct Marketing demonstrate my ability to adapt to various customer needs. I learned a great deal about persuasion, customer service, and multiple sales techniques from this experience.

In addition to my education and work experience, I have many skills that will enable me to be an excellent addition to the sales team at Crystal Media Group. I’m very interested in traveling and relocating to a new city. My independence and self-motivation to go out and seek new business are two more qualities that are crucial to the field of sales. You will find that I am a motivated and enthusiastic team player who enjoys the challenges of reaching sales goals.

I am very interested in meeting you and learning more about this position. I am available for interviewing at your convenience. Please feel free to contact me via e-mail at jflatkowski@colostate.edu or leave a message at (720) 555-1345 to arrange a meeting time. Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,

Jeff Fialkowski  
Enclosure

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### Heading
- Your Address
- Date
- Employer Name & Title
- Employer Address

### Paragraph 1
- State the position applying for how you found the position (referral names are great), and why you would want to work for this company.

### Paragraph 2
- Discuss your study abroad experiences here and skills directly relating to their job description – address the requirements listed.

### Paragraph 3
- State your personal attributes (personality) and how they relate to the job

### Paragraph 4
- Restate your interest in the position, request an interview and provide follow-up contact information. Don’t forget to thank them for their time.

### Final Note
- SIGN your letter, and include “Enclosure or Attachment” if you have other documents for the employer to look at.
Study Abroad Cover Letter Example 1

611 Stover Street
Fort Collins, CO 80521
February 28, 2007

Mr. Lennox Vieth
630 W. Colorado Boulevard
Suite 461
Denver, CO 80024

Dear Mr. Vieth:

Dr. Margarat Becker, professor in the College of Business at Colorado State University encouraged me to contact you concerning an internship with one of your companies for the summer of 2007. One such company, Systoflex, interests me in particular. Upon researching it, I was especially impressed with the variety of markets this company served, while maintaining an increasing stock value over the past five months.

In May, I will be completing my junior year at Colorado State University in the Computer Information Systems program. I currently hold a broad understanding of business and the computer applications needed to support business activities. My specific field of interest lies in business communication tools such as internal networking and database tracking systems. My experience studying abroad in Germany for a semester has provided me with a cross-cultural perspective of information systems. My subject knowledge plus my ability to adapt to changing environments will make for a smooth transition from the classroom to the business environment.

In the past I have taken part in many group projects. Some projects entailed designing a tracking system for a university tool crib and designing a database tracking system for a local land trust company. Throughout these tasks, I have increased skills such as the ability to work as part of a team, leadership and communication. Additionally, I am a self-motivated and autonomous worker. I am confident that I will be able to adapt to any situation that might occur, and be a valuable member to your company. I hope to acquire this internship in order to gain experience in my field while serving my employer to the best of my ability.

I appreciate you taking the time to review my resume, and I look forward to hearing from you regarding this internship request. I am available any day of the week and can be reached at (970) 555-8945 or ojaeger@hooly.colostate.edu.

Sincerely,

Owen Jaeger

Enclosure

Adapted from 2008 NorCal Lessons from Abroad handbook
Study Abroad Cover Letter Example 2

5970 Oak Street
Fort Collins, CO 80524

February 20, 2007

Mrs. Nancy Opperman
Sturman Industries
Sturman Corporate Park
One Innovation Way
Woodland Park, CO 80863

Dear Mrs. Opperman:

I am forwarding you my resume because one of your recently hired employees, Some Person, informed me of possible job openings in mechanical engineering. I am very interested and would appreciate your consideration as a candidate for the position of development engineer.

I first learned of Sturman in a machine dynamics class taught by Dr. Bryan Wilson. The technology involved was very interesting. I have much experience with automobiles and would like to work in the field while remaining in Colorado. Automobile engines have been an area of great appeal and I have built and worked on a number of them. During the last two years of FSAE, I performed a considerable amount of work on our fuel injection system.

You will note from the enclosed resume that I have many of the attributes that you are seeking for this position. Please consider the following:

1. B.S. in Mechanical Engineering from Colorado State University
2. Internship with manufacturing experience with PCC Composites
3. Internship with integration experience with CTI
4. Team leadership experience with Formula SAE
5. Cross-cultural experience from studying in Austria for one semester

During my three years of working at PCC Composites I gained a broad understanding of manufacturing. I saw how parts were taken from engineering prints through prototyping and finally to a full production run. I also performed multiple research projects that eventually were instituted in production. My study abroad experience is also an asset because I learned to view problems from a culturally different perspective. Additionally, I am able to adapt to changing environments with ease and to work with people of diverse backgrounds.

I would be pleased to have the opportunity to discuss this position with you during a personal interview. I can be reached at (970) 555-9389. I will contact your office in the next ten days to see if there is any further information that is needed. Thank you for you time and consideration.

Sincerely,

Quinten Vieth

Enclosure

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