

Crafting Cover Letters

From the University of Massachusetts Amherst
Career Services



Your cover letter should accomplish the following:

1. State specific purpose of letter
2. Reinforce qualifications presented in resume and show that you are a good fit for the company by using short narrative examples of how your experience and skills match the needs of the employer
3. Reflect your positive attitude, personality, motivation and enthusiasm
4. Show your strong writing skills

My Address
My Address

April 4, 2008

Company Name
Company Address
Company Address

Dear (insert the correct contact person's name here):

Arouse Interest: Identify the position you're applying to and indicate how you heard about it. Be specific in defining your purpose.

Introduce and Sell Your Relevant Skills and Experience: Describe how you meet the job qualifications and the needs of the employer

- Outline your strongest qualifications that match position requirements
- Give examples of your skills and experience that relate to the

Request Further Action:

- Suggest a plan of action (request an interview, indicate you will call during a specific time)
- Always thank the employer at the close of your letter for the time and consideration given to your application

Sincerely,

My name signed in pen here if hard copy--if e-mailed, just eliminate these three extra spaces

My Name (typed)

Proofread, proofread, proofread! The number one reason employer's throw out any application materials is due to spelling errors and typos!

UMassAmherst

Career Services

Student Affairs and Campus Life

Goodell 511 H-F 828-5
www.umass.edu/careers
413-545-2224

930 Highland Ave
Sunderland, MA, 01354

November 4, 2008

Ms. Julianne Taylor
Art Director
Kaplan Group
39 Mackes Ave.
Cambridge, MA, 02138

Dear Ms. Julianne Taylor,

I am applying for the position of Creative Design Assistant as seen on the University of Massachusetts Amherst Career Services website.

I will graduate with a Bachelor of Arts degree in Art with a minor in psychology. With my background in art and psychology, I am confident that I would make a very successful Creative Design Assistant. Having interned for the non-profit organization DZyneArts, I have been exposed to a number of aspects of the art world. In addition, my experience as artist assistant at the Boston Museum of Fine Arts demonstrates my capability of working with others through the creative process of production while meeting the challenges presented to me.

Also, my education in psychology has allowed me to learn the nuances of people and has provided me with good investigative and analytical skills that will suit your needs for customer assistance.

I would appreciate the opportunity to make a substantial contribution by exploring the business of applied art through your design firm. I welcome the opportunity to meet with you to further discuss my candidacy and will call next week to see if we might arrange a time to speak. Thank you for your time and consideration.

Sincerely,

Daniel Patel

Amy Sherwood

1109 Camille Drive, Apt. 4 Amherst, MA 01002
asherwood@commnet.com 602-555-1961

November 4, 2008

Manager of Human Resources
Allen Investments Inc.
1023 Collins Avenue
Worcester, MA 01601

Dear Human Resources Manager:

My proven track record of successfully performing complex analyses on various corporations makes me an ideal candidate for the Business Analyst position that you listed through the University of Massachusetts Amherst Career Services Office.

Last summer, I was given the opportunity to intern at First Real Estate Corporation. I worked within the Real Estate Finance Group, and assisted staff with problems arising from the misinterpretation of leases to miscalculation of rent schedules. As a result, I played an active role within the group and helped them to solve these issues. This process involved using the quantitative and analytical skills that I acquired through actively participating in coursework for my Economics major. My ability to work well as part of team also related to my success within this group. These attributes, combined with my enthusiasm to learn, were essential to my contributions and success during this internship.

I believe that I can apply the same skills within my internship last summer to a position within your company. I look forward to discussing the position with you in more detail. I hope to schedule an interview at a mutually convenient time. Thank you for your consideration.

Sincerely,

Amy Sherwood