

Cover Letters

Cover letters help provide context and personal insight to potential employer(s) that resumes often cannot.

They should be formatted as a standard business letter, single spaced, and left aligned, with the following heading:

Your Street Address
City, State Zip Code
Phone Number/E-Mail

Date

Name of Recipient (Mr./Ms.)
Title
Company/Organization Name
Street Address
City, State Zip Code

Dear Mr., Ms., Dr.: (Avoid using "To Whom It May Concern.")

1st PARAGRAPH

The first sentence should interest the employer and convince them to continue reading. By using a summary of your skills and qualifications, a short story about why you are interested in the organization/position, or how you will benefit the organization, you can stand out as an applicant in a genuine way. Make sure to include the position title to which you are applying and customize with information about that specific company.

2nd & 3rd PARAGRAPH

Tell your story. For each paragraph, pick an example from your past that demonstrates relevant skills or abilities that you will need for this job. Look to the job description and qualifications for insight into which of your leadership, academic, or professional experiences are most relevant. Provide some information about those experiences, and tie them back into the position to which you are applying.

4th PARAGRAPH

Express your confidence that you are qualified for this position. State your next step regarding follow up and tell them how to get in touch with you (phone number and/or email). Thank the person for taking the time to consider you for the position.

Sincerely,

(Signature)

(Your Name Printed)



Date

Name of Recipient (Mr./Ms.)
Title
Company/Organization Name
Street Address
City, State Zip Code

Dear Mr., Ms., Dr., Hiring Committee, Selection Team: ("Avoid using To Whom It May Concern.")

As a current Gonzaga University student and someone with practical experience developing and implementing creative solutions, I was pleased to learn about the opening for a Public Relations Intern at XYZ Corporation. This position encompasses many of my passions: creative thinking, artistic design, solutions-driven work, and team collaboration. The opportunity to intern at XYZ, a company that creates solutions to tell your clients' stories in new and unique ways, through the PR summer internship, would actualize my passions into an experience.

In my academic and extracurricular engagement at Gonzaga, a large part of my experience has been generating creative and effective solutions to a variety of multi-faceted problems. In particular, my ability to problem solve has been applied during my years as a coordinator in the mentor program on campus. Rarely does everything run smoothly when working with a group of 30 elementary school kids and their college student mentors. Required responses to situations can range from creating a new game for the kids to play when there is a delay in the schedule to providing context and support when a mentor is facing a particularly difficult situation with their mentee. This experience has allowed me to be quick and decisive in addressing problematic situations as they arise. This experience has helped me to develop the much needed skills of adaptability, quick thinking, and effective problem-solving, which I am excited to utilize in the role of PR Intern at XYZ.

Additionally, as an Entrepreneurship minor, I have developed the business principles and an entrepreneurial spirit that have prepared me to effectively utilize my creativity and understand modern business strategy. Through my in-depth education as an entrepreneurship minor, I developed numerous business ideas for actual clients and tested them in the market, creating in-depth business plans and presentations to accompany them. This experience of working with clients and providing quality solutions for them will help me to work with the team at XYZ to deliver the highest quality products and services to our clients.

Possessing experience in finding solutions and providing deliverables to actual clients, as well as an ability to work well in teams, I am confident in my ability to succeed at XYZ. I will bring enthusiasm, reliability, and competence to this important role. Thank you for your consideration and I look forward to speaking with you in the near future regarding my qualifications for this position.

Sincerely,

Joan Student