

COVER LETTER WRITING

The cover letter is a companion document to your resume or curriculum vitae, which addresses your motivation and most relevant skills for a job/internship. The Career Management Center recommends writing a targeted cover letter for each application. When the employer requests a cover letter, they expect a well-written, grammatically correct document that clearly identifies how you meet the position requirements and provides specific examples of your skills and experiences.

FORMATTING GUIDELINES

- 1-page is strongly recommended
- Font size of 10, 11, or 12 and traditional font styles including Arial, Garamond, Times New Roman or Garamond (tip: note that the font style should match your resume)
- Insert resume heading onto cover letter to brand your application
- Address the cover letter to a specific individual or department (tip: research the employer website or review LinkedIn for potential contacts)

INTRODUCTORY PARAGRAPH (3-5 sentences)

- Reference the employer and opportunity and how you learned about the position (website, networking contact, industry forum, employer information session, career fair, LinkedIn)
- Describe how your education, experiences, and goals/motivation are connected to the employer (tip: awareness and understanding of company culture is very important in the hiring process; identify and specify how you are a match for this opportunity)
- Explain your interest and motivation for the opportunity (tip: review the position description and employer's about us webpage and research Vault for ideas)
- If you are applying for an internship, identify your learning objectives/goals for the experience

MIDDLE PARAGRAPH(S) (3-5 sentences)

- Write 1-2 paragraphs with each dedicated to a specific skill and/or experience
- Experiences can be paid, unpaid, volunteer, internships, work, academic coursework/projects, leadership roles, study abroad, military, athletics, or community programs
- Provide specific and detailed examples which describe your experiences and accomplishments (tip: complete a SWOT Analysis to identify your most powerful strengths and relevant professional goals)
- Connect your experiences to the job/internship of interest (tip: consider transferability of skills)

CONCLUDING PARAGRAPH (3-5 sentences)

- Affirm your interest in the opportunity and include a follow-up statement
- Conclude with a thank you sentence
- Insert a cursive signature for your name at the end of the letter (tip: use mistral font)



Cover Letter Sample

John Doe

800 West Campbell Road ■ Richardson, Texas 75080

972.972.9722 ■ johndoe@utdallas.edu

<http://www.linkedin.com/public/johndoe> ■ [twitter.com/#/JOHNDOEEMBA](https://twitter.com/JOHNDOEEMBA)

April 12, 2014

Jane Doe
Human Resources Manager
Deloitte

Dear Ms. Doe:

I write to express my interest in the Deloitte Advisory Internship following your presentation at the UT Dallas ITM industry forum on Tuesday, April 10. I will complete my MBA with a concentration in operations management at the University of Texas at Dallas in May 2013 and believe my three years of experience within consulting and process improvement have prepared me for this opportunity. I enjoyed your discussion about digital mobility applications, and I am excited to further my knowledge about privacy and risk policies associated with emerging technologies through this internship.

My position as Client Relationship Manager at Gerson Lehrman Group solidified my interest in helping clients utilize new technologies to improve system processes and to achieve growth. I developed an innovative social media campaign through LinkedIn, Twitter, and FourSquare to market the firm's services to 125 new clients. I created the GLG Council LinkedIn group to provide networking opportunities for our 1000+ members to share best practices and to collaborate on projects. I also established Twitter and FourSquare accounts to improve our clients' productivity and efficiency through real time communications.

My Summer Associate position at Morgan Stanley and strategic management coursework enhanced my research, leadership, and teamwork skills within academic and corporate settings. Both experiences required research and time management skills to efficiently review the training procedures and financial transactions of the top 100 Fortune 500 companies. I gained experience leading weekly meetings and producing summarized reports of each team member's progress. Our team discussed training policy revisions and initiatives such as utilizing Skype and GoToMeeting for group trainings and recommended increasing the frequency of individual meetings with supervisors during the new hire probationary period.

I am confident that my academic and work experiences working in collaborative environments have prepared me for the Advisory Internship program. I will contact you by email the week of April 23 to follow-up on my application and to address questions you may have. Thank you for your consideration of my qualifications.

Sincerely,

John Doe