

Cover Letter

Your cover letter is oftentimes the one thing that determines whether or not your resume will even be read. It is important to make sure your cover letter looks professional and is not longer than one page. Remember the impact of first impressions, spells-check and grammar-check your letter!

In the cover letter you should include the following:

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| <u>Introduction:</u> | Who you are, and why you are writing. |
| <u>Body:</u> | Why should s/he consider you? What are your key qualifications that would attract attention? Pick out highlights from your resume so the reader will want to continue reading. Also include what qualifications would make you the most qualified about all other candidates for this particular position. |
| <u>Conclusion:</u> | Sum up your qualifications, express appreciation for the reader's time, let the reader know how and when you can be reached. |

See page two for a sample cover letter.

October 10, 2006

Office of Human Resources
c/o John Doe, Vice President of Student Affairs
ACPA University
123 College Street
City, State 12345

Dear John Doe:

It is my pleasure to submit my resume for the position of Director of Campus Life at ACPA University. A combination of my residence life and student affairs experience makes me a good fit for the available position.

Once you have reviewed my resume, I believe you will find that I possess the experience to enhance ACPA University and its Student Affairs Department. My time as a Residence Hall Director at NASPA University and an Graduate Assistant at American Justice University allowed me the opportunity to work with a diverse student population, supervise, advise, monitor budgets, and create and implement programs to better serve students of color. Currently, I manage the day to day operations in a residence hall of 300 residents, supervise 10 resident assistants, advise a number of student organizations, and serve on university wide committees.

Working as a Practicum Student at American Justice University provided me with an opportunity to advise, organize, and plan programs with a number of different offices to help retain students of color at the institution. In particular, I co-advised and assisted the Black Student Union Conference Committee with the planning of their conference. In this role, I was able to successfully lead, educate, and empower a group of student leaders towards accomplishing their goal of raising awareness about issues that affect students of color, in particular African Americans. Recently, I Co-Chaired "Harambee...Family First" where I was successful in securing \$10,000 to help fund the event and created, designed, and implemented a program to inform Black students, administrators, faculty and staff members about resources available to them on campus.

I should point out that one of my strengths is learning new skills, developing diversity programs, and working with people. I feel very confident that my extensive residence life and student affairs experience provides a solid foundation for providing guidance to minority students, promoting academic and personal growth, providing educational programs, resources, and services to equip the university community, and coordinating the Graduate Recruitment Program, Orientation, and community service programs.

Thank you for your consideration of my resume and references. If you have questions or need additional information, please contact me at 123.456.7890 ext 1-2345 or 123.456.7890. I look forward to hearing from you soon about an interview.

Sincerely,

Alpha Beta Gamma

Enclosure: Resume