**CAREER 401 COVER LETTER CREATION & REVIEW**

**FROM THE DESK OF THE DEAN**

**MAKE A STRONG POSITIVE IMPRESSION**

**TOPIC 1**

The Cover Letter -- make sure you are **thorough** producing what you have done in the past that relates to the job description while utilizing similar words that have been used in the job posting.

Again, I**llustrate Impact with Data. –**

**SEE BELOW -- AN EXAMPLE FROM A COLLEGE STUDENT**

Dear Internship Coordinator:

I am a junior majoring in Comparation Disorder Studies with a minor in Public Health at Northeastern University. Even, today I stay in touch with the librarian at home in New York, I am the kid who borrows my friends library cards each summer in order to evade the 30-books-per-week-limit. I was also the one who secretly hoped for rainy days in elementary school because it meant spending recess in the library.

Throughout my college experience, I have the branched out from my passion for reading. I have become interested in the legal processes of how to help people with communication disorders can have an even playing field dealing with literary world. I am excited to see how a powerhouse publishing company responds to changes such as the rise in e-books while making them more accessible for people with diverse disorders.. I am eager to explore each Penguin Group department in both the Young Readers and Adult divisions, as was posted on Northeastern’s Career Center. I would like to be considered as a candidate for your summer internships in the following areas: contracts, government regulation, editorial and subsidiary rights.

My interest in the publishing process began with forays in journalism. During my freshman year, I joined the copy desk of *The Daily Northeastern* and studied investigative reporting by editing articles. The following year, I used what I learned and began working on short clips, an activity culminating in my own investigative article about late-night dining options in Boston. I then contacted the editor of *Newsday* newspaper and he invited me to join their copy desk that summer as their first undergraduate intern. Although the newspaper industry is a different type of print publishing, it was fantastic being part of the group revision process. I would walk out of the office each night with my nose stuck happily in a copy of the next morning’s paper.

An internship with Penguin Group would introduce me to a new area of the publishing industry– one without which, story pitching and writing would be void. Working in the newsrooms has given me a wider view of research and writing. Furthermore, it has given me an irreplaceable set of time-management skills. I hope to use the skills I have accrued in the long, but rewarding journey that goes into introducing a new novel to the bookshelf.

I would welcome the opportunity to discuss my qualifications with you in more detail. I will be returning to New York for my Spring Break mid-March and will be available for an on-site interview. Thank you for your time and consideration.

Sincerely yours,

**TOPIC 1**

**DISCUSSION QUESTION 1**

Please provide relevant information in a list form of those related activities or experiences you have for the internship or job you are trying to acquire if still in school.

**FROM THE DESK OF THE DEAN**

Dear Mr. Johnson:

I am submitting my vitae for your review and consideration for the position of Research Scientist, as posted on CareerCat. I believe my interdisciplinary background complements your organization and I am very enthusiastic about this job opportunity. I am currently in the final stages of completing my dissertation entitled, "Engineering of Blood and Lymphatic Networks," and I anticipate receiving my degree in June of 2011.

I have significant experience in several areas of engineering and science. I expanded my formal Chemical Engineering education into the area of Biomedical Engineering to combine elements of both disciplines in my research. During my doctoral studies, I designed and implemented innovative strategies that resulted in the successful engineering of a specialized tissue construct. Through this process, I developed an entirely new hypothesis to predict future behavior and governance of cell organization. This work demonstrates my ability to solve new problems, as well as translate and broaden previously acquired skills into novel areas of research.

My work on collaborative projects has prepared me to consider problems from a variety of perspectives. In industrial research and development, I worked with a diverse team whose areas of expertise spanned from analytical chemistry to sensory science and consumer marketing. This interaction provided a unique opportunity to learn about elements of product development not encountered in the laboratory.

My previous work and research experience has prepared me to assume the position of Research Scientist for DuPont. I am particularly interested in this position because I would like to work for a company that values making products to help people live healthier lives. I anticipate joining a leading edge company in science and engineering and look forward to making significant contributions to your organization.

I believe a review of my vitae will demonstrate the strong match between my qualifications and the position of Research Scientist at DuPont. I would enjoy the opportunity to discuss my candidacy in further detail and I look forward to hearing from you in the near future. Please feel free to contact me at (847) 555- 8324. Thank you for your time and consideration.

Sincerely,

**DISCUSSION QUESTION 2**

Please provide relevant information in a list form of those related activities or experiences you have for the job you are trying to acquire if experienced already.

**DISCUSSION QUESTION 3 – SET UP CALL WITH THE DEAN**

**Please have your questions and assignments available to discuss in a 15-30 minute block.**