

# WRITING AN ENGAGING COVER LETTER

Preparing You For Life After OWU!

## Cover Letters

Yes, employers still ask for cover letters. Even with a “50/50 read rate,” they are a tool that you need in your internship/job search toolkit.

### COVER LETTER BASICS

- It must be well-written; grammar and spelling count! This letter serves as your writing sample; it will be skimmed in 3 seconds! Always proofread aloud before sending.
- A poorly written letter will likely eliminate your chances of securing an interview; a sloppy letter predicts sloppy work performance to an employer.
- It serves as a tool to help you clearly articulate the values you bring to an employer and the skills that match those they want in an intern/job seeker.
- Must be personalized for each position for which you have applied or are applying to.

### LAYOUT

- Length: 1 page maximum
- Font Size: 10.5-11 point
- Font Style: **Times New Roman, Arial, Calibri, and Garamond** are all acceptable, professional, and easy to read
- Appropriate Greeting: “Dear Mr./Ms./Dr. [Last Name]:
- Include your details at the top, or copy and paste your resume header so that all of the important contact information is clearly seen.
- Address it to the correct corporation, person, agency, or business. This is VERY important.

### BODY

**Paragraph 1:** Include your name, university and year, and then the position and organization to which you are applying. Be sure to explain why you are most interested in them, and what excites you about this opportunity. Conduct research and be specific.

**Paragraph 2:** Highlight your qualifications, personal qualities, accomplishments, and most relevant experiences as they relate to the position and support with evidence. Try to choose 2-3 specific points you want to make regarding these qualities, skills, and/or accomplishments. Emphasize how you can contribute to the organization’s goals. This paragraph will change according to the job/internship for which you are applying. Provide 4-6 skills and strengths in bullet points; with a 3 second read time, this technique serves to catch the employer’s eye.

**Paragraph 3:** Indicate your excitement or interest and that you know you will add value given your background and enthusiasm. Indicate you will follow up. If salary expectations or date

available to begin work are requested, include a response here. Close by thanking the reader for their consideration and reiterate that you believe you would be a valuable contributor.

## **Following Up After Interviews and Career Fairs**

### **THANK YOU NOTES**

If you want to be remembered and stand out, send a thank you note! Thank you notes should be emailed or mailed within **24 hours of the interview**. Always proofread aloud and have Career Connection (or another individual) review prior to sending. For a **handwritten note, please** write clearly and legibly. An illegible note will work against you.

**Email:** In the subject line, type “Thank You - [Your Name].”

Dear [Insert title and last name],

I appreciated the opportunity to meet with you yesterday regarding the Volunteer Coordinator position at the Franklin County Animal Shelter. I know that with my proven interpersonal and organizational skills, my passion for helping animals find safe homes, my previous internship at the Ohio Wildlife Center, and my community involvement on campus, I will be a positive and strong contributor to the FCAS team. Thank you again for your time and consideration. Please let me know if you have any further questions. I hope to hear from you soon.

Sincerely,  
Bob Bishop

### **EMAIL FOLLOW-UP**

Email recruiters you meet at career/job fairs within 24 hours to a week. Your note will demonstrate that you are proactive, take initiative and have a sincere interest in the opportunity. Additionally, since most students do not follow-up, you will really stand out!

Dear [Insert title and last name or first name],

I really enjoyed speaking with you yesterday at the OWU Internship and Summer Job Fair and learning about the opportunities at Buckle. Given my strong customer service skills, coursework in marketing, and campus involvement, I'm very interested in the Buckle summer internship program. As you recommended, I applied online this morning. Attached is a copy of my resume. Please let me know about the next steps. I look forward to hearing from you.

Sincerely,  
Jane Bishop

If you are asked to attach a separate cover letter and resume, your email might read as follows:

Dear [Insert title and last name],

As per our phone conversation, I am attaching a copy of my cover letter and resume. I am very excited about the possible opportunity to interview for [x] position. Please let me know if you need any further information.

Sincerely,  
Bob Bishop

### **How We Can Help!**

For help writing your cover letters, thank you notes, and follow-up emails, come to HWCC 324 during drop-in hours (M-TH 12 – 4:30 p.m.) or make an appointment online in Handshake! Check out our website for access to many other resources including the OWU Alumni Network, Parker Dewey, Candid Career, and GoinGlobal.

## **Sample Cover Letter #1**

**BOB BISHOP**

Box 0001, OWU, Delaware, OH 43015 • bishop@owu.edu • 740-123-4567

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March 21, 2021

[Insert Title & Full Name], Communications Manager  
Delaware County District Library  
100 Winter Road  
Delaware, OH 43015

Dear [Insert Title & Last Name]:

My name is Bob Bishop and I am very interested in the Communication Internship opportunity at the Delaware Library. Currently a junior at Ohio Wesleyan University, I am an English major and Music minor. As someone who volunteered in library summer reading programs throughout high school, I understand and appreciate the important role they play in communities.

At OWU, I am the Social Media Intern for the English department where I oversee posting daily pictures, events, and interviews on the department Instagram, Twitter, and Facebook accounts. I also assist in planning programs for the department. My peers and supervisors would describe me as conscientious, a “people person,” and positive. As a strong advocate for libraries and the openness they foster, post-graduation I will be getting my Masters of Arts in Library Science.

Through my previous jobs and school/community involvement, I have developed the following strengths:

- Strong interpersonal relationship skills
- Well organized and driven
- Strong written and oral communication skills
- Capable of handling several tasks simultaneously
- Initiative and problem-solving abilities
- Comfortable with all forms of technology and social media

I am excited about this opportunity and would be dedicated and motivated to complete each task. I know that I would learn much from this experience and also be a valuable contributor to the success of the library’s summer programs. Once my classes end in early May, I am available to begin this internship. Attached is a copy of my resume for your review. I look forward to speaking with you.

Sincerely,

Bob Bishop

## **Sample Cover Letter #2**

**Jane D. Bishop**

123 Wesleyan Street, Delaware, OH 43015 • jbishop@owu.edu • 740-111-2222

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January 31, 2020

[Insert Title & Full Name], Recruiting Manager

PricewaterhouseCoopers

123 Polaris Parkway

Columbus, OH 42190

Dear [Insert Title & Last Name]:

I have always been drawn to opportunities that require a blend of my problem-solving skills, computer expertise, and creativity. As indicated on your website, these are also three strengths that PricewaterhouseCooper prizes in its employees. As such, I was excited to see an Audit position in the Assurance and Business Advisory Services Division (#00098) posted on your website. I want to be part of the PwC auditing team as this company is a traditional leader in providing high-quality, world class services to its clients.

As an Ohio Wesleyan University senior and Business-Accounting double major with a 3.7 GPA, I am a highly energetic and involved individual. Upon graduation in May 2020, I will have completed 150 semester hours of credit, qualifying me to take the November 2020 CPA examination. Through various classes and jobs, I have developed the much needed analytical, problem-solving, team participation, and communication skills necessary for public accounting. At my current internship with CSC, I have been part of a team of twenty people working on ways to lower the company's effective tax rate. This involves working with team members at various levels to analyze IRS and State Regulations and developing creative and efficient solutions to various problems.

Faculty members, university leaders, and peers will tell you that I always give 100% effort, have a positive attitude, and continually exceed expectation. I have been recognized for exceptional leadership and service through interfaith service trips, as President of the Campus Programming Board, and as a Resident Assistant. It is my goal to continue to deliver award-winning services to PricewaterhouseCooper's clients.

I am very excited about the opportunity to be part of the PwC Audit Team and am grateful for your review of my application. Given my strengths, internships, and college experiences, I know I would be a valuable contributor to the PwC team. I look forward to hearing from you soon to discuss the possibility of an interview. Thank you in advance for your consideration.

Sincerely,

Jane Bishop