

Build your Cover Letter

Your cover letters are position specific and they describe why your experience and abilities make you a strong candidate. They show companies that you have taken time to carefully consider how you will be a good fit for the job and the organization.

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Scotty Tartan
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October 01, 2019

Maddie Wentworth
 Career Coach
2 Center for Student Opportunity, Alma College
 614 W Superior Street
 Alma, MI 48801

Dear Mrs. Wentworth,

3 I am applying for the position of Peer Consultant posted by the Center of Student Opportunity at Alma College. Upon my graduation in 2022 with a double major in Business Administration and Communication and a minor in Marketing from Alma College, I intend to continue my studies and get a Master's in Business Administration. My ability to communicate my thoughts easily and solve problems effectively in short time frame will make me a perfect fit for the job.

My long-term interest is to design and modify business systems with the help of innovative technology. I believe that in the twentieth century watertight knowledge of systems and process is not enough, it requires tackling complex problems with creative solution. My ability to solve problems in an innovative manner will allow me to do better as a Peer Consultant. I am always eager to learn new things and try my best to grasp it quickly. My communication skills that were polished while I was working as Front Desk Manager at an Inn at Bay Harbor, will allow me to support my fellow students who need assistance in career development.

4 I have also worked as a Communication and Public Relation Intern at the Farm Bureau Insurance of Michigan. The job of Peer Consultant would allow me to share my professional skills that I have gained as an intern while also giving me an additional opportunity to learn and grow within an environment, where I can work my fellow students.

5 I have enclosed my resume for your review and would be pleased to set up an interview with you at your convenience. I can be reached at any time at (989) 555-1111 or scottytartan@alma.edu. Thank you for your consideration.

Sincerely,

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 Scotty Tartan

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- 1. Header and Contact Information**
 - Your name should stand out easily without overwhelming the rest of the page.
 - It should include your name, professional email, phone number, residential address and LinkedIn URL (if you have one).
 - All hyperlinks in the documents should be removed.
 - Create a consistent look for your application by using the same format, font, and size as your résumé.
- 2. Formatting**
 - Your cover letter should have a business letter format.
 - The letter should have the date you applied for the position and should be addressed to a specific person.
 - Your letter should be separated into an introduction, body, and closing section.
 - Do not use contractions in your letter.
- 3. Introductory Section**
 - Your introductory section should inform readers of the position you're applying to.
 - You should introduce yourself with your major(s), college name, and anticipated graduation date.
 - You should briefly highlight 2-3 relevant skills that you will expand upon in your body section.

4. Body Section

- Each paragraph in your body section should show that you're a good match for the position by expanding upon the skills that you mention in introductory section.
- Include keywords from the job description.
- Give specific examples of your skills and how you will use them at the position you are applying for.

5. Closing Section

- Your closing section should thank the employer for their time and consideration, reinforce your desire to work at the organization, and provide your contact information.

6. Signature

- A proper valediction should be included at the bottom of the letter followed by a signature and printed name.

7. Appearance and Style

- The cover letter style should be consistent with your resume with a margin of 0.5-1 inch.
- The cover letter should be one page in length.
- Only use appropriate abbreviations and correct spelling, punctuation and grammar in your cover letter.
- Proof read your cover letter before you submit it.

For additional assistance, visit the Center for Student Opportunity to meet with a Career Peer or Career & Personal Development staff member. You can also schedule an appointment by logging into Handshake, emailing careerdevelopment@alma.edu, or calling +1 (989) 463-7247.