

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.

Scotty Tartan
 Alma, Michigan | scottytartan@alma.edu | (989) 555-1111 | www.linkedin.com/in/scottytartan

February 2, 2022

Margie Cole
 Assistant Director, Career and Personal Development
 Alma College
 614 W. Superior Street
 Alma, MI 48801


Dear Ms. Cole,

I am excited to submit my application for the Career Peer position posted with the Career and Personal Development team. I am currently studying business administration with a minor in marketing at Alma College, where I will graduate in May 2022. I believe my professional leadership experience and ability to communicate clearly will allow me to excel in the role.

At Alma, I have held leadership positions in the Student Athletic Advisory Committee (SAAC) and Business Professionals of America (BPA). As social media coordinator for SAAC, I collaborated with peers, coaches, and administrators to enhance the student-athlete experience and was responsible for posting professional content to public social media accounts. These skills will translate well as I collaborate with Career and Personal Development leadership to enhance student professional development and market Career and Personal Development services on campus.

Additionally, I have proven customer service and communication skills. While working as the front desk manager at the Inn at Bay Harbor, I consistently met 100% callback ratings by ensuring guest satisfaction and promptly following up on any guest issues. I am confident I would successfully provide feedback to students in a timely manner and keep accurate notes. As a communication and public relations intern at Auto Owners Insurance, I gained experience working in a professional setting and creating branded content for an established business. I would look forward to sharing the skills I gained during this internship to provide feedback and tips to students for improvement.

I have enclosed my resume for your review. I look forward to speaking with you further about this opportunity. Thank you in advance for your consideration.

Sincerely,

 Scotty Tartan

Enclosures: Scotty Tartan Resume

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.