APPLYING FOR THE JOB

Write a Cover Letter

First Paragraph
➤ Mention:
   • Why you are writing (include which position you are applying for)
   • How you learned of the position
   • Your current status (student or employed)
   • If you have completed your degree or when you expect to graduate
➤ Make a preliminary assertion as to your strength as a candidate
➤ Tailor to specific organization/company
➤ Explain your interest in the company

Middle Paragraph
➤ Present specific examples of how your background, experience, achievements, and/or qualifications meet the needs of the position description, department, and/or organization
➤ Discuss your knowledge of and interest in some of the specific characteristics of the job, organization, and/or department
➤ Address if your profile differs from the job description
➤ Mention why you decided to pursue that field

Final Paragraph
➤ Offer to provide additional material, information, or a URL for a professional web page/portfolio (if applicable)
➤ Indicate:
   • How you can best be reached
   • What is enclosed/attached with the letter
   • Your availability for, and interest in, an interview
   • Follow up action on your part
➤ Thank the reader for his or her consideration

Keep in mind...
A cover letter is your opportunity to tell the employer what you are applying for and why you are a good match for the position and the organization.
You should submit a cover letter with every resume, whether for an internship or job.
While a resume provides a summary of your skills and experience, a cover letter takes it a step further by allowing you to highlight your specific qualifications.

Structure and Details
➤ Appropriately address the salutation to a specific person, not job title (spell their name correctly)
➤ Avoid saying “To Whom it May Concern” if no name is provided. For example, you can use “Dear Hiring Manager” or “Dear Selection Committee”
➤ Check for any spelling or grammar errors
➤ Use a font type and size that match your resume
➤ Include contact information in the letter
➤ Write in the tone of a confident (but not arrogant) professional
➤ If you are submitting your resume to any email address, your cover letter may be in the body of the email

For more help...
Visit the UCI Division of Career Pathways to have your cover letter reviewed!

UCI Division of Career Pathways | 100 Student Services 1 | 949-824-6881 | career.uci.edu | Last Revised: Nov 2017