

# Write a Cover Letter: Getting Started



## 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 tailored, well-written 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.

Your Full Name  
City, State

Date

Contact Name  
Title

Company or Organization Name  
Street Address  
City, State

Dear \_\_\_\_\_:

## 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 an email address, your cover letter may be in the body of the email

## 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

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## 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

Sincerely,

Type Your Full Name

Evan Lee  
Irvine, CA

March 7, 20XX

Karen Packard  
Recruiting Manager  
Enterprise Rent-A-Car  
987 Corporation Drive  
Irvine, CA 92602

Dear Ms. Packard:

I would like to join the Enterprise Rent-A-Car team as an Entry-level Management Trainee. After reviewing the job description on Handshake and the Enterprise website, I know this position is an excellent match for my interest in sales and management. I was also excited to learn more about the core values at Enterprise such as service, hard work, community, and fun as these fit with my own work values.

I hold a Bachelor of Arts in Psychology and Social Behavior from the University of California, Irvine, and look forward to applying my strong communication and leadership skills in a management training program. Last year as a Resident Assistant, I worked on a team of eight members to foster the academic, social, and cultural programming in the residence hall. We also worked together to help students adjust to college and to provide an enriching residential atmosphere. In this role I was responsible for the well-being of 50 first-year students which helped me develop and refine my management skills. It was through this experience that I became aware of my passion for leadership and teamwork and where I learned the importance of effective interpersonal communication. I will use these skills as a successful Management Trainee at Enterprise.

I would like the opportunity to meet with you and discuss my qualifications in greater detail. I will follow up with you in two weeks to check on the status of my application. Thank you in advance for your consideration.

Sincerely,

*Evan Lee*

Evan Lee

For more help, visit the UCI  
Division of Career Pathways to  
have your cover letter reviewed  
in a counseling appointment.