

Cover Letter Guide

A cover letter demonstrates to the prospective employer why you are interested in the company or position you are applying to. It also provides an effective summary of your skills, experiences and why it would benefit the company. In short, the cover letter suggests areas where your skills and attributes would benefit the the employer.

Header

- Your name, address and telephone number should be included in the heading and should match the style and format to the header used on your resume.

Date

- The actual date you are sending the cover letter and not the date you started drafting the letter.

Employer Information

- Should be as thorough as possible, including a name, title, and address.

Salutation

- Try to identify the specific person who has the power to hire you in that department or organization.
- Spell their name and title correctly.
- Dear first name last name: *Be sure to use a colon
- If you are unable to obtain the receiver's name, address your letter to "Dear Human Resources Professional" or "Dear Hiring Manager."

Introduction/Opening

- Identify the purpose for writing and reference how you learned of the opportunity.
- Explain why you are interested in working for the employer. • •
 - Include your reason for pursuing this type of work and why you would be a good fit.
 - Briefly introduce your qualifications.

Body

- Summarize your qualifications in relation to the job announcement, including your education, work experience and applicable skills. Use this as an opportunity to reveal how your past has prepared you for the position.
- Align the employer's needs with your skills and abilities by identifying keywords stated in the job description.
- Communicate the way in which your skills and experience can be of value to the employer.

Closing

- Re-state your interest in the position and let the employer know that you appreciate his or her time • •
- Identify what you are sending ("Attached you will find my resume")
 - Be sure to end with a strong and confident closing - "Sincerely" "Best Regards."
 - Include a signature.
 - Do not use quotations, verses, religious or political affiliations

Summary

Keep it to one page, 3-4 paragraphs at most. The first paragraph should demonstrate your purpose for writing. In the middle paragraphs, summarize your qualifications and highlight your skills and strengths as it relates to the job. It is imperative to show your interest in the position and the company. Your closing paragraph should reiterate your interest and convey your appreciation for the reader's consideration.

Rocky Panther

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August 23, 2017

Stuart Sumita Lecturer
Department of Biology
5500 University Pkwy.
Rancho Cucamonga, CA
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Dear Mr. Sumita:

It is with great enthusiasm that I am applying for the Research Assistant position in the Biology Department at Chaffey College. Ken Noriega, anatomy lecturer in the department, recommended that I contact you about my interest in the position. As a Chaffey College senior pursuing the field of Biology, it is a goal of mine to join your research team as I am also invested in understanding the mechanics, application, and limitations of the scientific process. Additionally, with my knowledge and three years of experience in the Biology Department, I believe my abilities and aspirations are a perfect fit for the research team.

My previous position as a Peer Lab Instructor has afforded me the opportunity to teach students challenging concepts as well as efficiency techniques. Through this position, I developed my time management skills and how to work on a team in addition to learning the importance of maintaining confidentiality. In past positions, I have demonstrated that I am able to complete complex research projects from the process of gathering information to the presentation of findings. I believe my attention to detail, knowledge and abilities would enhance the Biology Department as a whole and the research team with their goals.

With my academic and professional background, I believe I can make an impactful contribution to the Biology Department at CSUSB as a Research Assistant. Attached is my resume for more detailed information. I look forward to a chance to interview with you regarding this position. Thank you for your time and consideration.

Sincerely,

Rocky Panther