

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 employer.

ROCKY PANTHER

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Date

Company Name & Address

Dear _____ (Name of supervisor, "hiring committee", "hiring manager"),

Address letter to particular person if possible

Opening paragraph: Clearly state why you are writing, name the position or type of work (volunteer, internship). Introduce yourself and degree that has been completed. Make sure to correctly write the name of your degree. Avoid acronyms.

I am writing to express my interest in POSITION TITLE at COMPANY NAME. I am pursuing/graduating Associates for transfer in "subject" from Chaffey College

Middle paragraph(s): Explain why you are interested in this employer and the reasons for desiring this type of work. If you have relevant school, project or work experience, be sure to highlight this by giving 1-2 examples. Avoid reiterating your entire resume. Emphasize skills or abilities that relate to the job. Remember, the reader will view your letter as an example of your writing skills.

I worked as a student assistant, I primarily gained analytical and problem solving skills as I assisted many students and faculty. My background in problem solving and improving processes has provided me with deeper understanding of multifaceted solutions that companies encounter in their daily operations.

Organize your paragraphs according to skills, not experiences: Don't simply include a separate paragraph about your experience; make the connection between the skills the employer seeks and your experiences that support your qualification for the job. For example, demonstrate strong writing skills by referencing two or three accomplishments related to writing. If possible, also identify a couple of personal qualities that pertain to the job and make you a strong candidate (i.e., responsible, hard-working.) Try to offer specific examples of where these qualities have been demonstrated.

Closing paragraph: Reiterate your interest and/or enthusiasm for using your skills to contribute to the work of the organization. Thank the reader for their consideration.

I would appreciate the opportunity to interview with COMPANY NAME for POSITION TITLE. Please find enclosed my resume for your review

Sincerely,

Rocky Panther