

# COVER LETTERS

A **cover letter** is an introduction to your resume and your qualifications. An employer uses cover letters to determine your interests in the position and to assess your written communication skills. It is important to remember that a Cover Letter is **not** just a copy of your resume—a cover letter should intrigue the employer enough to read your attached resume.

## A cover letter should answer the following questions:

What is the position? Why are you applying for it?

What do you hope to gain from the position?

Why are you qualified?

What unique skills or experiences do you have?

### **First Paragraph:**

State the reason for the letter, the position you are applying for, and if applicable, how you learned of the position.

### **Second Paragraph:**

State why you are interested in the position, the company, its products, and your skills or abilities that qualify you. This is a good opportunity to show what you know about the company and why you'd be a good fit.

### **Third Paragraph:**

Close by indicating your desire for an interview and continued communication.

Cover letters should be addressed to a specific person by name and title. Although you can use "Director of Human Resources", or any other appropriate departments.

Dear Mrs. Jones,

I am writing to apply for the position of Research Assistant with the International Division of Hava Communication, which I learned about on the University of Michigan-Dearborn job posting board. I believe that my skills in research, writing and French language would be an asset to your company.

As a recent graduate of the University of Michigan-Dearborn with significant experience in research and development, I bring the energy and commitment necessary to thrive in Hava Communication's innovative environment. My research and writing skills have been developed both within and outside the classroom during my college experience. While taking an International Communications course I researched various global companies, wrote a comprehensive report detailing their unique web advertising techniques, and presented information at the Undergraduate Research Conference. I also noticed that your company has another location in France. My last year of undergrad, I completed a semester long study abroad experience in France that strengthened my language skills as well as my understanding of French culture.

My skill set accompanied with a deep and varied employment history, including my internship experience, have prepared me to make a positive impact at Hava Communication. I would welcome the opportunity to learn more about Hava Communication and to discuss the Research Assistant position.

Thank you.

Sincerely,  
Your Name

Tailor your cover letter for the specific position, and reflect your individuality, highlight your strengths and skills, and show how they can be applied to the position.