Cover Letters
A cover letter (1) states your intent to apply to a position or organization; (2) highlights why you are interested in the position/organization; and (3) explains why you feel you are qualified based on your experience.

Information to Include:

Heading/Contact Information
Your address

Date

Address of person/organization to whom/which you are applying

Dear Mr. /Ms. _______: (Always address your letter to a specific person rather than “To Whom It May Concern :”)

First paragraph:
Every cover letter should be customized! The first paragraph states why you are writing and to which position you are applying. Research the company and the position so you can tailor your letter to the organization. State why you are interested in the specific position and organization. The goal is to quickly catch the reader’s attention and make him or her interested enough to continue reading. Be creative!

Second and third paragraphs:
These paragraphs give you an opportunity to explain why you are qualified for the position. Discuss your knowledge, skills, and abilities as they relate specifically to the position for which you are applying. You may highlight specific pieces of your resume and/or enhance resume items by explaining them in further detail. Remember, though, the task is to be concise!

• Review the job description and create a list of the specific skills the employer requires.

• Next, look at your resume and write down examples from your background that demonstrate that you have those skills. These examples may be from your work/intern experience, coursework, honors/achievements or extracurricular or community service activities.

• Avoid using sentences that start with “I” or writing in the passive voice. Instead, make yourself the subject of each sentence and use active descriptions (example: “In this internship, I demonstrated sound judgment and problem-solving skills by…”).

• Keep your letter short and simple. This is not the time to tell your whole life’s story. Instead, select those experiences and accomplishments most relevant to the position and employer and focus on those.

Final paragraph:
Close your letter by indicating your desire for an interview and outlining the documents you have included. Express gratification to the reader for his/her time. You may want to also include one more statement regarding your desire/qualifications for the position/organization.
32 Park Road
Scarsdale, NY 10024

July 23, 2014

Mr. Ralph Cantor
Executive Vice President
Aspen Magazine
321 Marzio Road
Mohonk, NY 12561

Dear Mr. Cantor:

As an avid skier and dedicated subscriber to *Aspen Magazine*, I have watched your magazine evolve from a seasonal magazine with a readership of 1,500 to a monthly magazine recognized throughout the industry. I believe that my experiences as a writer and editor for two magazines, coupled with my love for the outdoors, make me an ideal candidate for the Editorial Assistant position at Aspen Magazine.

Throughout my four years at Trinity College, I have been actively involved in journalism both on-campus and through internships. After working on the *Trinity Recorder* for only one month, I was promoted from Special Features Writer to Managing Editor. As Editor, I assigned stories to a staff of 15 student-writers and assisted in the lay out of the 30-page monthly magazine. Last summer as an intern at the *Hartford Advocate*, I proofread and edited the Editorial section. I learned the importance of attention to detail and the amount of hard work and dedication required to create a high quality magazine.

In addition to my journalism background, I have a passion for the outdoors. I have been fortunate to travel and experience some of the world’s best skiing locally and internationally. With my enthusiasm for journalism and the great outdoors, my strong leadership and my academic talents, I am confident I can make a significant contribution to *Aspen Magazine*.

Enclosed is a resume outlining my qualifications and achievements as well as recent personal publications. I look forward to discussing the position with you. Thank you for your time and consideration.

Sincerely,

Christina E. Stob
Dear Mr. Cantor:

As a rising junior at Trinity College, I am interested in a career in journalism and am currently majoring in English. Our family has long read the RiverEast to update ourselves on both local news and activities, finding it informative and well written. Given my respect for your weekly paper, I wonder if you might be willing to meet with me for an informational interview and to provide advice based on your experience in the field. I would also be most interested in the possibility of a volunteer/internship position with the RiverEast this summer.

Throughout my three years at Trinity College, I have been actively involved in journalism both on-campus and through internships. After working on the Trinity Recorder for only one month, I was promoted from Special Features Writer to Managing Editor. As Editor, I assigned stories to a staff of 15 student-writers and assisted in the lay out of the 30-page monthly magazine. Last summer as an intern at the Hartford Advocate, I proofread and edited the Editorial section. I learned the importance of attention to detail and the amount of hard work and dedication required to create a high quality magazine.

Enclosed is a resume outlining my qualifications and achievements as well as recent personal publications. I look forward to hearing from you and will contact you in a few days to follow up on my interest. Thank you for your time and consideration.

Sincerely,

Christina E. Stob