



Career Services: SU College of Engineering & Computer Science

Cover Letter Guide:

Cover Letter: Perhaps just as important as your resume, your cover letter should highlight your accomplishments as well as serve as a writing sample. Your cover letter should include three main themes:

- **First paragraph:** Explain why you are writing/sending your resume
- **Second paragraph:** What skills/abilities you have to offer the employer, why you are the best candidate, what sets you apart from other candidates, do not duplicate everything on your resume
- **Last paragraph:** Thank the employer for consideration and explain how to reach you to discuss further qualifications

Once you have constructed a rough draft of your cover letter, be certain to do the following:

- **Customize it!** Your cover letter should touch upon specific requirements for each job you apply for. Be certain to incorporate key words from the job posting directly. Mass produced or generic cover letters are easy to spot.
- **Name drop!** If someone has given you the upper hand by telling you about a position with the company, do not hesitate to use their name **with permission**. For example "Jane Doe suggested I contact you about your opening in marketing."
- **Make it match.** Your cover letter should use the same font, margins, and paper that you use for your resume.
- **Get a second opinion.** Make certain to have someone with a fresh set of eyes edit your cover letter for spelling and grammar errors. It is often difficult to proof your own work.

10 Quick Cover Letter Tips:

1. **Be consistent.** Your cover letter should match your resume's paper, font, and heading.
2. **Identify the job you are applying for.** Don't make the employer guess what you are interested in or match you to the best possible position, you may be eliminated from consideration.
3. **Proofread.** Make sure you proofread your cover letter and allow someone else to look at it as well.
4. **Watch your length.** Cover letters should not exceed one page.
5. **Demonstrate Company Knowledge.** Make certain to include at least one fact about the company in your letter.
6. **Stick to the point.** Your sentence structure should be clear and concise, but be careful not to sound distant or cold.
7. **Sell yourself.** Make sure to generate excitement in your audience by emphasizing your strengths.
8. **Keep it positive.** Be certain to explain things in your resume that might cause alarm, such as employment gaps, however, make sure to spin it in the best possible way.
9. **Quantify your experiences.** Tell employers **how** you accomplished tasks or achieved goals.
10. **Keep a copy.** It's important to keep a copy of what you sent to an employer especially if you are applying to multiple positions. It is also wise to keep a copy of the job posting or other related materials. You never know when you may need to refer to something.

COVER LETTER SAMPLE #1

Your name
Your Address
Your City, State, Zip Code
Your Phone Number
Your Email

Date

Company Address
Company Address Line 2
Company Address Line 3

Dear Mr. Pryor:

I recently learned about your internship from the Career Service's Office. I am currently a sophomore Computer Science student at Syracuse University and am very eager to find an opportunity to use my computer programming skills in a working environment. I would like to obtain a position with your company for this coming summer 2014.

From your website I noticed that your company develops software that creates and manages websites. I have experience creating websites and have an interest in learning about software that manages their content. Due to my passion for blending my programming skills with my creative ability I feel I could bring valuable insight into the design and layout of websites that stand out from the purely functional ones. Not only would I learn and benefit from this experience, but I truly feel that your company would as well.

I would very much enjoy the opportunity to use my knowledge of computer programming in the field. I look forward to meeting you and I hope to hear from you soon. You may contact me via email at xyz@syr.edu or by telephone, (xxx) xxx-xxxx. My attached resume describes my qualifications in more detail. Thank you for your time and consideration for this wonderful opportunity.

Best regards,

Your Name

COVER LETTER SAMPLE # 2

Your name
Your Address
Your City, State, Zip Code
Your Phone Number
Your Email

November 5, 2008

Ms. Holden, Senior Human Resource Consultant
Constellation Energy
Nine Mile Point Nuclear Station
P.O. Box 63
Lycoming, NY 13090

Dear Ms. Holden:

I am writing to express my interest in obtaining an internship with Constellation Energy, Nine Mile Point Nuclear Station. My goal upon graduation is to work in the area of renewable energy sources, such as nuclear. I am confident that an internship in the field coupled with my environmental engineering major will provide me with a competitive advantage to reach this goal upon graduation.

During my visit to the power station last month, I was able to see first-hand the intensity of the field and it made me even more eager to learn more. I was particularly impressed with the level of commitment and fulfillment the employees demonstrated. Due to my passion and the unique skill of understanding how to work according to state regulations, which I gained from my internship last summer, I believe I am an excellent candidate for an internship with Constellation Energy.

I would appreciate the opportunity to discuss my qualifications with you in further detail at your earliest convenience. You may reach me via email at xyz@syr.edu or by phone at (xxx)xxx-xxxx. Please see my attached resume for additional details regarding my credentials. Thank you in advance for your time and consideration.

Best regards,

Your Name