

COVER LETTER

Taken from *2021 NACE*
Revised by Michelle B. Gjerde, Career Center

The purposes of this letter is to get your enclosed resume read and to generate interviews. Use this type of letter in response to specific job advertisements and vacancy announcements. Your strategy is to demonstrate that your qualifications fit the requirements of the position. Study the position description carefully and decide on one or more themes-education, experience, interests, and responsibility etc.-that show persuasively how well you fit the position. Link major job dimensions with your related past performance and experience.

Structure your application letters with three or four paragraphs:

Paragraph One: Come to the point. Reveal your purpose and interest. Why are you sending this letter? Identify the position and your source of information. Introduce your themes. Tell the employer why you are interested/excited to work for their company or in that particular position.

Paragraph Two: Outline your strongest qualifications that match the position requirements based on the themes you selected. As much as possible, provide evidence and examples of your related experiences and accomplishments. Make reference to your enclosed resume.

Paragraph Three: Convince the employer that you have the personal qualities and motivation to perform well in the position. Sell yourself.

Paragraph Four: Suggest an action plan. Request an interview, and tell the employer how they can reach you (provide a phone number and email) to discuss interview possibilities.

Closing: Show appreciation to the reader for his or her time and consideration.

*Always try to fit your cover letter on one page.

Quick fixes if your letter is too long:

1. Extend margins from the standard 1 inch to a narrow 0.5 inch margin.
2. Decrease the font size by one level (however you don't want to decrease a font below a size 10).

1225 Hampton Street
Pueblo, Colorado 81001
January 26, 2021

Ms. Mary Lou Nelson
Manager of Human Resources
Hammond Corporation
2900 Rosemount Blvd.
Denver, Colorado 23464

Dear Ms. Nelson:

I am applying for the position of Systems Analyst, which was advertised on January 22, 2021, with the Colorado State University Pueblo Career Center. The position seems to fit well with my education, experience, and career interests.

Your position requires experience in computer systems, financial applications software, and end-user consulting. With a major in Computer Information Systems, I have training on mainframes, minicomputers, and microcomputers as well as with a variety of software programs and applications. My practical experience in my university's IT Office as a programmer and as a student consultant for system users gave me valuable exposure to complex computer operations. Additionally, I worked as a cooperative education student in computing operations for a large bank where I gained knowledge for financial systems. My enclosed resume provides more details on my qualifications.

My background and career goals seem to match your job requirements well. I am confident that I can perform the job effectively. Furthermore, I am genuinely interested in the position and in working for Hammond Corporation. Your firm has an excellent reputation and comes highly recommended to me.

Please consider my request for a personal interview to further discuss my qualifications and to learn more about this opportunity. You can reach me at (719) 549-2543 or ima.goodstudent@csupueblo.edu. If I am not in, please leave a voicemail, and I will return your call within a day.

Thank you for your time and consideration. I look forward to speaking with you.

Sincerely,

Ima Goodstudent