Cover Letter Writing Guide

Cover letter samples for your industry and tips for impactful cover letter writing.

WAKE TECH®

CAREER SERVICES

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GENERAL COVER LETTER WRITING GUIDELINES

Create your Document: Blank MS Word document. Match your font type, spacing, and font size to the text on your resume. (The MS Word default of Calibri, 11 point font is a safe choice.)

The Heading: This section is for your personal information (name, address, phone number, email address) Should MATCH your resume header to help brand you across documents.

- ✓ *LEAVE ONE LINE SPACE BETWEEN HEADING AND THE DATE*

The Date: Include month, date, year (don't abbreviate the month or use numerals for the month)

- ✓ *LEAVE ONE LINE SPACE BETWEEN THE DATE AND ADDRESS OF THE COMPANY*

Address of the Company: Name of hiring manager (if not known – use Human Resources Department or Hiring Committee)
Title (of the person listed above, if not an individual person, skip this line)
Name of Organization
Street Address or Post Office Box Number
City, State and Zip

- ✓ *LEAVE ONE LINE SPACE BETWEEN ADDRESS AND OPENING SALUTATION*

Opening Salutation Dear Mr./Ms. _____, OR Dear Human Resources,

- ✓ *LEAVE ONE LINE SPACE BETWEEN SALUTATION AND FIRST PARAGRAPH*

Saving - Save your document professionally! It should feature your name and what it is:

Lastnamefirstnamecvrletter.doc
Firstinitiallastnamecoverletter.doc
TalonEagleCL.doc

Body of Letter

1. First paragraph should grab the reader's attention. You do not need to formally state "I am apply for _____" but should include the position title within this paragraph. If you were referred to this position by someone, state their name here. If you learned of this position in a unique way (through networking, etc.) you can mention that here. This paragraph sets the tone; be positive and engaging. If seeking a position for *after* your graduation, you may mention graduation date and area of study.

- ✓ *LEAVE ONE LINE SPACE BETWEEN FIRST AND SECOND PARAGRAPH*

2. This second paragraph should go into more detail about why you are interested in the positon and this organization. Give reasons why you would make an excellent candidate and stress what you can contribute to them. Sell yourself here! Research the company and include keywords used in the job description. This section should be more personal and have examples of what sets you apart from others. You may highlight experiences from your past OR include experiences from you education here at Wake Tech. Remember, ALL EXPERIENCE COUNTS! You simply need to convey your experience in a relevant way. If this field is completely new to you, it is important to mention concepts you have learned and put into practice while studying for this new career. *This may become two paragraphs.*

- ✓ *LEAVE ONE LINE SPACE BETWEEN SECOND AND THIRD PARAGRAPHS*

3. Enthusiastically state your interest in this position and indicate a "call to action" (*the opportunity to speak further, an interview, a site visit, etc.*). Thank the employer for their time and say that you look forward to hearing from them soon.

- ✓ *LEAVE ONE LINE SPACE BETWEEN THIS PARAGRAPH AND CLOSING SALUTATION*

Closing Salutation: Sincerely, Regards, Thank you

- ✓ *LEAVE THREE LINE SPACES BETWEEN SALUTATION AND YOUR TYPED NAME*

Your Typed Name

FINAL CHECKS

Use spell check/proofread.

Email cover letter to yourself or a friend as a test.

Your Name
Address
Phone number |Email
LinkedIn profile link

Use the same header from your resume here to help "brand" yourself across documents.

Date (Month day, year)

Individual's name
Job title
Name of Company
Address

Dear Mr./Ms. _____: OR Attn: Hiring Manager(Committee). (Do not use *To Whom It May Concern*)

First Paragraph (3-5 sentences):

- Introduce yourself with an attention grabber statement (i.e. an accounting/finance reference, OR something found on the company's website, OR mention who referred you to the position.)
- Connect your attention statement to: 1) why you're writing this letter and 2) how you are fit for this position

Second Paragraph (4-8 sentences):

- Based on the job description, connect your experience to the needs of the position.
- Identify an experience that shows your skills (i.e. financial accounting, budgets, cost projections, etc.)
    - Don't forget: tell me the **how** you went about doing so.
    - Reveal your results, impact, and/or achievement for the clients and/or the company.
    - Write a wrap up sentence for this paragraph.

Optional Third Paragraph (4-8 sentences):

- If there's another area of value to the company address it here.
- Refer to the bullet points of the Second Paragraph to write this section.

Fourth Paragraph (3-5 sentences):

- This is your conclusion. Mention the following:
    - Reaffirm the value you offer to the company (i.e. establishing solutions to accounting operations)
    - Your resume attached/submitted and interest in meeting.
    - Your contact information and thank the person for his/her time.

Professional Closing (Sincerely/Warm Regards, Respectfully, etc.)

Your typed name

Your Name
Address
Phone number |Email
LinkedIn profile link

Use the same header from your resume here to help "brand" yourself across documents.

Date (Month day, year)

Individual's name
Job title
Name of Organization
Address

Dear Mr./Ms. _____: OR Human Resources Manager OR Operations Manager OR Attn: Hiring Manager of (name of position). (Do not use *To Whom It May Concern*)

First Paragraph (3-5 sentences):

- Grab your reader's attention! (A recent article or statistic related to business analytics/business intelligence), OR what you like about the trends and unique skillset you might have in your field, OR something related found on the company's website. You might also mention who referred you to this position (if that's the case).
- Connect your attention grabber to "why it is important to you" as a Business Analyst.
- Connect who you are (Business Analytics professional) and how it has sparked interest in this position.

Second Paragraph (4-8 sentences):

- Based on the requirements of the job description, connect your experience and technical skills/certifications to the needs of the position.
- No experience? WRONG! Projects, case studies, and/or class experience is experience. So use it.
- Share moments where you exemplified the character and abilities needed to succeed in this role.
    - Ex. Results from past projects demonstrate my strengths in analyzing requirements, creating models, and employing tools such as SAS and Tableau to present effective solutions.
- Make sure your actions reveal results, impacts and/or achievements for the project(s), yourself, and/or the group.
- Don't forget to end with a transition and/or a wrap up sentence for this paragraph.
    - Ex. As a business analyst with strong analytical skills and programming experience, I love utilizing data along with technology to uncover vulnerabilities, improve execution, and optimize outcomes. I am excited for the prospect to contribute to the continued success of a company known for its innovation.

Optional Third Paragraph (4-8 sentences):

- If there's another strength or relevant training/certification you would like to discuss, address it here.
- Same points to address from the second paragraph area happens in this paragraph.

Fourth Paragraph (3-5 sentences):

- This is where you wrap-up the cover letter by mentioning the following:
    - Reaffirm level/quality of skillset and value you offer to the organization; Using (insert skill) to (insert value/impact) >>> (Ex: Writing and interpreting SQL queries to explore patterns and predictions vital to organizational change initiatives)
    - Your resume attached and interest in meeting.
    - Your contact information and thank the person for his/her time.

Professional Closing (Sincerely/Warm Regards, Respectfully, etc.)

Your typed name

Cyber Jones cjones22@waketech.edu

LINKEDIN (If you have one) | Raleigh, North Carolina 27606 | 919-555-5555 | (Portfolio or Personal Site)

Use the same header for all of your job search documents (resume, cover letter, reference list, etc…)
This is just an example header

June 6, 2019

Employee Contact's name (If Known)
Job Title
Name of Organization
Address

Grab your audiences' attention with a fact or statistic about the field you are going into.

Dear Mr./Ms. _____, OR Dear Human Resources,

The need for qualified Information Systems Analysts is higher than ever. The field of Cyber Security is projected to grow by 28% over the next 5 years. …. I am confident that with my experience at **[company]** and my certifications in Ethical Hacking and Security+ I will be a valuable asset to CyberDefense Inc.

I am currently in my last year as a student at Wake Technical Community College in the Associate of Applied Science, Cyber Security program.

During my time at Wake Technical Community College, I have completed several projects that exemplify my skills as a Cyber Security specialist. One such project was a **[tool]** developed in my Intrusion Detection course. I developed a **[… tool]** using **[program]** which involved **[tell how you created the tool]**. This experience **[insert action verb** *(example: provided)***]** me **[what skills did you gain or further develop].** If you received any awards you can highlight them in this section here.

I am confident that with the combination of **[2-3 skills]**, I can meet your organizational needs and positively contribute to your strategic goals and objectives. I would welcome the opportunity to discuss further about this role. I am reachable at **[email]** and **[phone]**. Thank you for your consideration

Sincerely,

Cyber Jones

In your 2nd and 3rd paragraphs, describe 2-3 projects or experiences that are relevant to the position you are applying to.

Your Name
Address
Phone number |Email
LinkedIn profile link

Use the same header from your resume here to help "brand" yourself across documents.

Date (Month day, year)

Name of Person *(Look for the name of the Manager or Director of the department to which you're applying)*
Person's Title
Company Name *(If you cannot find a person' name, begin this section with the Company Name)*
Company Address
City, State Zip Code

Dear Mr./Ms. _____: OR Center Director OR Administrator OR Attn: Hiring Manager of (name of position).
(Do not use *To Whom It May Concern*)

First Paragraph (3-5 sentences):

- Grab your reader's attention! (Share current trends of interest, your unique skillset, OR something related found on the company's website. You might also mention who referred you to this position (if that's the case).
- Connect your attention grabber to "why it is important to you" as an Early Childhood Professional or Educator.
- Connect who you are (ECE professional) and how it has sparked interest in this position.

Second Paragraph (4-8 sentences):

- Based on the requirements of the job description, connect your experience to the needs of the position.
- No experience? WRONG! Projects, case studies, and/or class experience is experience. So use it.
- Share moments where you exemplified the character and abilities needed to succeed in this role.
    - Ex. Throughout my practicum experience, I've developed stimulating age-appropriate classroom and outdoor activities to encourage creativity and discovery in learning. (Then tell how you went about doing so.)
- Make sure your actions reveal either results, impacts and/or achievements for the project(s), yourself, and/or the group.
- Don't forget to end with a transition and/or a wrap up sentence for this paragraph.
    - Ex. I am passionate about fostering welcoming and innovative learning environments in childcare. This goes hand in hand with the values and the reputation of your organization.

Optional Third Paragraph (4-8 sentences): **This paragraph is optional!**

- If there's another strength you would like to discuss, address it here.
- Same points to address from the second paragraph area happens in this paragraph.

Fourth Paragraph (3-5 sentences):

- This is where you wrap-up the cover letter by mentioning the following:
    - Reaffirm level/quality of skillset and value you offer to the organization; Using (insert skill) to (insert value/impact) >>> (Ex: Employing positive guidance to encourage healthy behaviors and choices)
    - Your resume attached and interest in meeting.
    - Your contact information and thank the person for his/her time.

Professional Closing (Sincerely/Warm Regards, Respectfully, etc.)

Your typed name

Your Name
Address
Phone number |Email
LinkedIn profile link

Date(Month day, year)

Use the same header from your resume here to help "brand" yourself across documents.

Individual's name
Job title
Name of Organization
Address

This letter could be adapted and used in applying to *transfer* to a four-year engineering program OR altered and used to apply for internships/employment.

Dear Mr./Ms. _____: OR College of Engineer(ENG) Representative OR Attn: College of Engineer Program Committee. (Do not use *To Whom It May Concern*)

First Paragraph (3-5 sentences):

- Grab your reader's attention! (A recent article OR advancement in engineer(specific to the type of engineer you want to study), OR what you like about the trends and unique skillset you might have in your field, OR something related found on the university College of Engineering website, OR mention who referred you to this program(if that's the case).
- Connect your attention grabber to "why it is important to you" as a student studying this area.
- Connect who you are (program student) and how it has sparked interest in attending the university's College of ENG Program.

Second Paragraph (4-8 sentences):

- Based on the requirements of the College of ENG, connect your experience to what they offer and how being in their program would provide growth and impact to the field.
- No experience….WRONG! Projects, case studies, and/or class experience is experience. So use it.
- Share moments where you exemplified the character and abilities needed to succeed in this role.
    - Ex. Throughout my time at Wake Tech, I've designed and collaborated on engineering projects varying from… to… (Then tell me about 1-2 projects and the how you went about doing so.)
- Make sure your actions reveal either results, impacts and/or achievements for the project(s), yourself, and/or the group.
- Don't forget to end with a transition and/or a wrap up sentence for this paragraph.
    - Ex. I really take to gaining information on the latest trends and applying it to some of my project designs. I think I can take this further at university's College of ENG.

Third Paragraph (4-8 sentences):

- If there's another strength you'd like to discuss address it here.
- Same points to address from the second paragraph area happens in this paragraph.

Fourth Paragraph (3-5 sentences):

- This is where you wrap-up the cover letter by mentioning the following:
    - Reaffirm level/quality of student and skillset. (ex. Build structures that advance our communities)
    - Your resume attached and interest in meeting.
    - Your contact information and thank the university College of ENG for their time.

Professional Closing (Sincerely/Warm Regards, Respectfully, etc.)

Your typed name

Your Name
Address
Phone number |Email
LinkedIn profile link

Use the same header from your resume here to help "brand" yourself across documents.

Date (Month day, year)

Individual's name
Job title
Name of Organization
Address

Dear Mr./Ms. _____: OR Human Resources Representative OR Attn: Hiring Manager of (name of position). (Do not use *To Whom It May Concern*)

First Paragraph (3-5 sentences):

- Grab your reader's attention! (A recent mental health statistic, OR what you envision service for substance abuse clients look like, OR something related found on the organization's website, OR mention who referred you to the position, OR personal experience(if that's the case).
- Connect your attention grabber to "why it is important to you" as a Human Services Professional.
- Connect who you are (HS professional) and how it has sparked interest in this position.

Second Paragraph (4-8 sentences):

- Based on the details of the job description, connect your experience to the needs of the position.
- Share moments where you exemplified the character and abilities needed to succeed in this role.
    - Ex. I've assessed clients' through the intake process and referral of resources to strategize a plan and support the integration of ex-offenders into society. (Then tell me the how you went about doing so.)
- Make sure your actions reveal either results, impacts and/or achievements for the clients (populations served) and/or the organization.
- Don't forget to end with a transition and/or a wrap up sentence for this paragraph.
    - Ex. My intentionality and attention create spaces for clients to grow. This goes well with the mission of your organization.

Third Paragraph (4-8 sentences):

- If there's another area of value to the organization address it here.
- Same points to address from the second paragraph area happens in this paragraph.

Fourth Paragraph (3-5 sentences):

- This is your wrap-up. Mention the following:
    - Reaffirm the value you offer to the organization. (ex. Increasing clients' self-efficacy.)
    - Your resume attached and interest in meeting.
    - Your contact information and thank the person for his/her time.

Professional Closing (Sincerely/Warm Regards, Respectfully, etc.)

Your typed name

First Name Last Name
Address
Phone | Email

Use the same header from your resume here to help "brand" yourself across documents.
This is an example.

Date

Employer's Name (if known, omit if not)
Employer's Job Title (omit if excluding name)
Company Name
Company Address
Company City, ST, Zip Code

If you do not have the direct hiring manager's name, it is OK to address your letter to a hiring committee or Human Resources Department.

Dear (employer's name, Hiring Committee, Hiring Manager)

Introductory Paragraph

- Mention the position you are applying for; you can specifically mention a name if someone has referred you for or to the position.
- Include why/how you are eligible and when you could begin.
  - I.e. Graduating in May 20XX with my degree in Medical Lab Technology.
  - This can include a sneak peak of your unique qualifications, which you will elaborate on in the next paragraph.

Second Paragraph

- Brainstorm 2-3 things about you that the employer will want/need. What has set you apart from your peers? What have your evaluations said you are good at? Why is MLT the perfect fit for you?
- Combine with 2-3 things about the employer. This is the time to make the employer feel like this is the only job for you. You can mention your experience with this employer (if you completed a clinical with the organization) or relate back to their Mission, Vision, Values, and Goals.
- These two topics (you + the employer) should weave together. For instance, if you mention you enjoy the fast-paced nature of their lab, add how you have developed efficiency skills and are consistently rewarded for your accuracy. The two topics should intertwine to flow into one paragraph.

If you have a lot of experience or have worked with the employer before, your 2nd paragraph may have too much information for one paragraph. It is OK to have two paragraphs covering this content. Keep your 1st and last paragraphs the same.

Closing Paragraph

- Convey your enthusiasm for the position, gratitude for being considered, and desire to move forward with an interview. You can mention your resume or application as well.

Sincerely,

Your typed name

Muriel Medical

Phone | Email | Address

Use the same header from your resume here to help "brand" yourself across documents.

This is an example.

Date

Name of Person
Person's Title
Company Name
Company Address
City, State Zip Code

Look for the name of the Manager or Director of the department to which you're applying. If you cannot find a person' name, begin this section with the Company Name.

Dear Mr. /Ms. XXX:

Begin your letter with a strong first sentence. The opening paragraph should grab the reader's **attention and generate interest,** while also telling the reader why you are writing. Instead of starting your letter with an overused statement such as, "I am submitting my resume to apply to the patient relations representative position which I found on Indeed.com," consider beginning with a sneak peek of your relevant strengths (much like your resume summary), make mention to their mission statement and how it resonates with your skills, or promise a benefit. "The support I can offer engaging patients with courtesy and respect and safeguarding the privacy and accuracy of my patient's healthcare records, ensures that patients receive the best care possible." Mention your degree, throw in some transferable skills (sneak peek) and end it with your wish to submit your qualifications for the position.

Your second paragraph should be written around a sales pitch that describes the education and skill set you maintain which qualifies you for the position. Research the employer, express why working there aligns with your goals in the medical field (not your personal goals of gaining experience) and tie in your qualifications with the needs of the employer (adding in keywords/phrases from the job posting). The idea is to create **desire** by elaborating on your transferable skills (e.g., health care, administrative support, work-based learning skills, or customer service), key practices and knowledge (e.g., HIPAA, OSHA, and confidentiality), technical skills (e.g., records management systems for billing, coding, and scheduling), MOA training (e.g., simulation, office applications, and capstone classes), and soft skills (e.g., organization, attention to detail, problem resolution, active listening, accountability, and teamwork). Use language such as diverse, compassion, and dedicated. Rely on the job posting to guide you on which skills to include; these are simply examples.

Your closing paragraph is your call to **action.** Request a meeting or personal interview to further elaborate on ways you can contribute to the employer's needs for the position, and thank the employer for his/her time and consideration.

Sincerely,

Name

Completely optional, but to stand out from other applicants, you could offer best wishes or congratulations on an upcoming project or a recently attained award in your closing paragraph.

Example: Best wishes on the opening of your new urgent care centers in Apex, NC.

First Name Last Name
Address
Phone | Email

Use the same header from your resume here to help "brand" yourself across documents.
This is an example.

Date

Employer's Name (if known, omit if not)
Employer's Job Title (omit if excluding name)
Company Name
Company Address
Company City, ST, Zip Code

If you do not have the direct hiring manager's name, it is OK to address your letter to a hiring committee or Human Resources Department.

Dear (employer's name, Hiring Committee, Hiring Manager)

Introductory Paragraph

- Mention the position you are applying for; you can specifically mention a name if someone has referred you for or to the position.
- Include why/how you are eligible and when you could begin.
  - I.e. Graduating in May 20XX with my degree in Nursing.
  - This can include a sneak peak of your unique qualifications, which you will elaborate on in the next paragraph.
  - You can also use the opening line to catch their attention by posing a question.

Second Paragraph

- Brainstorm 2-3 things about you that the employer will want/need. What has set you apart from your peers? What have your evaluations said you are good at? Why is NUR the perfect fit for you? (This may be something *transferable* from a past career.)
- Combine with 2-3 things about the employer. This is the time to make the employer feel like this is the only job for you. You can mention your experience with this employer (if you completed a clinical with the organization) or relate back to their Mission, Vision, Values, and Goals.
- These two topics (you + the employer) should weave together. For instance, if you mention you enjoy the diverse patient population, add how you have experience serving diverse populations through your past work. The two topics should intertwine to flow into one paragraph.

If you have a lot of experience or have worked with the employer before, your 2nd paragraph may have too much information for one paragraph. It is OK to have two paragraphs covering this content. Keep your 1st and last paragraphs the same.

Closing Paragraph

- Convey your enthusiasm for the position, gratitude for being considered, and desire to move forward with an interview. You can mention your resume or application as well.

Sincerely,

Your typed name

First Name Last Name
Address
Phone | Email

Use the same header from your resume here to help "brand" yourself across documents.
This is an example.

Date

Employer's Name (if known, omit if not)
Employer's Job Title (omit if excluding name)
Company Name
Company Address
Company City, ST, Zip Code

If you do not have the direct hiring manager's name, it is OK to address your letter to a hiring committee or Human Resources Department.

Dear (employer's name, Hiring Committee, Hiring Manager)

Introductory Paragraph

- Mention the position you are applying for; you can specifically mention a name if someone has referred you for or to the position.
- Include why/how you are eligible and when you could begin.
  - I.e. Graduating in May 20XX with my degree in Radiography.
  - This can include a sneak peak of your unique qualifications, which you will elaborate on in the next paragraph.

Second Paragraph

- Brainstorm 2-3 things about you that the employer will want/need. What has set you apart from your peers? What have your evaluations said you are good at? Why is RAD the perfect fit for you?
- Combine with 2-3 things about the employer. This is the time to make the employer feel like this is the only job for you. You can mention your experience with this employer (if you completed a clinical with the organization) or relate back to their Mission, Vision, Values, and Goals.
- These two topics (you + the employer) should weave together. You may relate some of your past work experience and how it has prepared you for your new role as an RT. Maybe you worked with complex technology, collaborated on a team, utilized safe lifting, communicated effectively with diverse populations, etc. The two topics should intertwine to flow into one paragraph.

If you have a lot of experience or have worked with the employer before, your 2nd paragraph may have too much information for one paragraph. It is OK to have two paragraphs covering this content. Keep your 1st and last paragraphs the same.

Closing Paragraph

- Convey your enthusiasm for the position, gratitude for being considered, and desire to move forward with an interview. You can mention your resume or application as well.

Sincerely,

Your typed name

Your Name
Address
Phone number |Email

Use the same header from your resume here to help "brand" yourself across documents.

Date (Month day, year)

Individual's name
Job title
Name of Organization
Address

Dear (Human Resources or Hiring Manager's Name),

Catch their attention! Don't use the standard "I'm writing to apply for…". Consider asking a question, leading with an interesting fact or highlight from your experience. You could even start with a brief story. Introduce yourself but keep it short and impactful! If you could only tell the hiring manager 3 things about yourself to stand out, what would they be? That is the kind of interest we are trying to create.

Share your career origin story while highlighting your transferable skills. No hiring manager is going to take the time to read through a lengthy cover letter. Make your skills the employer is seeking easy to read and find. Sometimes doing this in bullets rather than a paragraph can help.

- Mention the skill the employer needs and offer evidence of you demonstrating it in the past or learning it in school.
- You can add numbers or data here too! It is hard to ignore quantifiable successes.
- If you **do not** have a qualification they are looking for; leave it out! **Never** mention or highlight a skill you do not have, for instance, "Though I don't have any actual experience in…" You can instead say, "I'm confident my past experience in xxx will allow me to easily apply my training and …"
- *Example: When managing my own cleaning service, I developed a strong work ethic and high attention to detail. I kept very precise and accurate records for each client. This experience with precision and hard work has helped me easily transition to the world of baking and pastry arts! My work ethic has flourished in the early morning hours and I can be counted on to not miss a step and follow directions precisely.*

It is important to focus your highlights on what that specific employer/position is looking for. Your cover letter needs to convey the sentiment that you have done your research and are confident this is the job for you! Avoid generalizations or clichéd phrases.

Bring it home in the final paragraph; your closing argument. You have laid out the facts and presented your case; now you close out with a focus on what you can do for them. This is not the time to write how you are excited for what they can do for you but rather your enthusiasm to take this to the next step. Mention your eagerness to continue this via discussion of the position or an interview. Be sure to thank them for their time and consideration!

Sincerely,

Your Name

Ignacio Intern

Address | Phone number |Email |LinkedIn Profile Link/Website

Use the same header from your resume here to help "brand" yourself across documents.

This is an example.

Date (Month day, year)

Individual's name
Job title
Name of Organization
Address

Dear Mr./Ms. _____:

First Paragraph:

- Grab your reader's attention!
  - A recent article OR advancement in your industry
  - What you like about the trends and unique skillset you might have in your field
  - Something relevant from the organization's website
- Connect your attention grabber to "why it is important to you" as a student studying this area.
- Connect who you are (program student) and what you want (internship).
  - You can also mention who referred you to the position (if that's the case).

Second Paragraph:

- Based on the details of the job description (or your interests if no job has been posted), connect your experience to the needs of the position and company.
- If you are "cold calling" for an internship, it is important you also consider including some details, as to what exactly you'd like to do, the number of hours you'd be looking for etc. Not so many details that it bogs down or distracts from the rest of the letter, but enough to answer basic questions and pique their interest.
- No experience….WRONG! Projects, case studies, and/or class experience is experience. So use it!
- Share moments where you exemplified the character and abilities needed to succeed in this industry/role.
  - Ex. Recently, I designed print and online markups for a food company revamping their branding to reflect the change in clientele demographics. (Then tell me the how you went about doing so.) [*Advertising & Graphic Design*]
- Make sure your actions reveal either <u>results</u>, <u>impacts</u> and/or <u>achievements</u> for the customers and/or the organization.
- Don't forget to end with a transition and/or a wrap up sentence for this paragraph.
  - Ex. The artistry of my work to the environment, levels, and character players have resulted in an increased gamers' engagement during the video game tournaments scenes. [*Simulation & Game Development*]

Third Paragraph:

- This is your wrap-up. Mention the following:
  - Reaffirm the value you offer to the organization. (ex. Increasing software performance)
  - Your resume attached and interest in meeting.
  - Your contact information and thank the person for his/her time.

Professional Closing (Sincerely/Warm Regards, Respectfully, etc.)

Your typed name