

Cover Letter Guides



Email careers@waketech.edu for further assistance.

General Cover Letter Writing Guidelines

- ☐ **The Heading** - This section is for your personal information (name, address, phone number, email address). Suggest that it match your resume header and be left-aligned or centered text.
- ☐ **The Date** - Include month, date, year (don't abbreviate the month or use numerals for the month)
- ☐ **Address of the Company**
 - Name of hiring manager (if known, if not, can use Human Resources Department or Hiring Committee)
 - Title (If known, if not, omit)
 - Name of Organization
 - Street Address or Post Office Box Number
 - City, State and Zip
- ☐ **Opening Salutation** - Dear Mr./Ms. _____, OR Dear Human Resources,
- ☐ **Body of Letter**
 - First paragraph should include position you are applying for and how you learned of the opening. If you were referred by someone, state their name here. Be positive. If new graduate, include graduation date and area of study.
 - Second paragraph should go into more detail about why you are interested in the position 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.
 - Third paragraph should enthusiastically state your interest in this position and indicate a "call to action" (I would appreciate the opportunity to speak with you further). Thank the employer for their time and say that you look forward to hearing from them soon.
- ☐ **Closing** - Sincerely, Regards, Thank you + your typed name
 - *LEAVE THREE SPACES BETWEEN CLOSING AND YOUR TYPED NAME*
- ☐ **Saving** - Save your document professionally! It should feature your name and what it is:
 - Lastnamefirstnamecvrletter.doc
 - Firstinitiallastnamecoverletter.doc
- ☐ **Use spell check/proofread**
- ☐ **Email cover letter to yourself or a friend as a test**

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College Transfer-Engineering Cover Letter Guide

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

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 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 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 email address

For personal assistance with your cover letter and to find more resources, visit: careers.waketech.edu

Human Services Technology Cover Letter Guide

Your Name

Address

Phone number | Email

LinkedIn profile link

Date (Month day, year)

Individual's name

Job title

Name of Organization

Address

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

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

Your email address

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Medical Lab Technology Cover Letter Guide

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

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.

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

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First Name Last Name

Address
Phone | Email

Date

Use 2 line spaces between sections.

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

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

Introductory Paragraph

- Mention the position you are applying for and how you heard about. 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.

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,

Use 4 line spaces here.

Your typed name

Radiography Cover Letter Guide

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

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.

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

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First Name Last Name

Address
Phone | Email

Date

Use 2 line spaces between sections.

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

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

Introductory Paragraph

- Mention the position you are applying for and how you heard about. 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. 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.

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

Use 4 line spaces here.

Work-Based Learning Cover Letter Guide

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

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 article OR advancement in your industry, OR what you like about the trends and unique skillset you might have in your field, OR something related found on the organization’s website, OR mention who referred you to the position (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 for your work based learning.

Second Paragraph (4-8 sentences):

- Based on the details of the job description, connect your experience to the needs of the position and company.
- 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. 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.)
- Make sure your actions reveal either results, impacts and/or achievements 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.

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 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

Your email address

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