Cover Letters

Cover letters help provide context and personal insight to potential employer(s) that resumes often cannot.

They should be formatted as a standard business letter, single spaced, and left aligned, with the following heading:

Your Street Address
City, State Zip Code
Phone Number/E-Mail

Date

Name of Recipient (Mr./Ms.)
Title
Company/Organization Name
Street Address
City, State Zip Code

Dear Mr., Ms., Dr.: (Avoid using “To Whom It May Concern.”)

1st PARAGRAPh

The first sentence should interest the employer and convince them to continue reading. By using a summary of your skills and qualifications, a short story about why you are interested in the organization/position, or how you will benefit the organization, you can stand out as an applicant in a genuine way. Make sure to include the position title to which you are applying and customize with information about that specific company.

2nd & 3rd PARAGRAPh

Tell your story. For each paragraph, pick an example from your past that demonstrates relevant skills or abilities that you will need for this job. Look to the job description and qualifications for insight into which of your leadership, academic, or professional experiences are most relevant. Provide some information about those experiences, and tie them back into the position to which you are applying.

4th PARAGRAPh

Express your confidence that you are qualified for this position. State your next step regarding follow up and tell them how to get in touch with you (phone number and/or email). Thank the person for taking the time to consider you for the position.

Sincerely,

(Signature)

(Your Name Printed)
Dear Ms., Mr., Hiring Committee, Selection Team: (avoid using “To Whom It May Concern”):

Recently, I learned of your Operations Intern Program through a posting on my university’s job site. As a current Gonzaga University student who values purposeful work in a supportive and values-based environment, I am drawn to XYZ Company’s ability to balance its global enterprise while maintaining intentional relationships. Given my educational experiences and skillset, I believe I would be a great fit for XYZ’s Operations Intern Program.

First, my educational experiences at Gonzaga University have allowed me to develop an understanding of operations and practice using problem-solving and conflict resolution skills. While earning my business degree, I have taken coursework in supply chains and general management, which has helped me in my leadership role. Specifically, I spend much of my free time as a coordinator in Campus Kids, a mentorship program on campus. Working with a group of 30 elementary school students and their college student mentors can be chaotic. This experience has required me to respond quickly to new situations to implement solutions ranging from creating a new activity in response to a delay in schedule or providing context and support when a mentor is facing a challenge with their mentee. As a result, I have developed decisive problem-solving and furthered my skills in adaptability and quick thinking, all of which I am excited to contribute as an Operations Intern at XYZ Company.

Next, through my entrepreneurship and innovation studies, I have developed numerous business ideas for local clients and tested them in the market. For example, as part of a small business consulting course, my team and I developed an in-depth business plan for a local sales company and presented our findings to their leadership. Working with clients directly and collaborating on a team to deliver solutions have furthered my communication and critical thinking skills and prepared me to apply this skillset at XYZ Company.

Through problem-solving, providing deliverables, and working well in team environments, I am confident in my ability to succeed at XYZ. Thank you for considering my candidacy for the Operations Intern Program. Email or call me to either set up an interview or to speak more about my qualifications and interests.

Sincerely,

[insert digital signature here-your signature, not a font]

Joan Student