

Cover Letters



A cover letter is an introduction of your interests, skills, and abilities to an employer based upon their company's employment needs. Cover letters serve many purposes including:

- Letting the employer know which position you are applying for
- Highlighting your relevant skills and experience
- Clarifying information your résumé cannot portray (career changes, gaps in employment history, etc.)
- Functioning as a career objective (which is recommended as a section on your résumé for 'résumé only' applications)
- Providing the employer a snapshot of your personality

Cover letters should accompany every résumé that is sent for a position or possible positions. Even when a cover letter is not specifically requested, send one if possible. In fact, few employers will seriously consider a résumé that is not accompanied by a cover letter; therefore, an effective cover letter must be incorporated into your job search strategy to increase your chances of being invited for an interview.

TAYLOR L. BARRETT, JR.

222 Park Court • Elkhart, IN 46516 • (574) 555-5555 • tbarrett@iusb.edu

September 24, 2012

George Kuta, Coordinator
Human Resources
St. Joseph County Probate Court
1000 S. Michigan St.
South Bend, IN 46601

RE: Electronic Monitoring/Day Reporting Officer

Dear Mr. Kuta:

While browsing the Juvenile Justice Center website, I was excited to learn about the Electronic Monitoring/Day Reporting Officer opportunity within the Monitoring Home Detention Program. I have enclosed my résumé for your review for this position.

While working at Madison Center, I developed a passion to assist our local at-risk youth in achieving personal goals and becoming contributing members of the community and society. Additionally, while interning at the Northern District of Indiana Federal Community Defenders, Inc., I had the opportunity to grasp the impact we all have as civil servants. Therefore, I look forward to the opportunity to apply my knowledge, skills and abilities from my education and professional work experience to assist the Juvenile Justice Center in achieving its goals.

Upon review of my résumé, I am confident you will find my skills and experience to be an excellent complement for your Electronic Monitoring/Day Reporting Officer position. I would welcome the opportunity to further discuss my qualifications in an interview at your earliest convenience. Should you have questions or need additional information please contact me at (574) 555-5555 or tbarrett@iusb.edu.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Taylor L. Barrett, Jr.
Taylor L. Barrett, Jr.

Enclosures: Résumé
References

BASIC STRUCTURE OF COVER LETTERS

Although there are two different types of cover letters, interest/inquiry and application, the structure for both is basically the same, however the wording is different. Three basic paragraphs should be incorporated into your cover letter, with additional paragraphs as needed.

First-name Middle-initial Last-name

and contact information should be in a header that matches your résumé

April 3, 2013

Mr./Ms. First Name Last Name, Title
Company Name
Address
City, State Zip

RE: XYZ POSITION

Dear Mr./Ms. Last Name:

Opening paragraph: State why you are writing, identify the position for which you would like to be considered, and indicate how you heard of the position. If you are sending a letter of interest which is not in response to a specific job opening, simply indicate the type of work you are seeking. Be specific. (1 - 2 sentences)

Middle paragraph(s): (4 - 5 sentences) Your goal here is to show how you can be useful to this particular organization. Describe what strengths you have to offer this employer. You might use one of the following approaches:

- Mentoring Adolescents and Youth: Provided xxx for at-risk adolescents and youth for the Texas Youth Commission
- Illustrate the relationship between your skills and experience and the position for which you are applying
- Describe your previous accomplishments as they relate to the position
- Identify three reasons for the employer to consider you for the position
- State why you want to work for their organization
- Education (degree and courses), past experiences (directly or indirectly related), skills (hard and soft), any other qualifications that are relevant to the position

Closing paragraph: (2 - 3 sentences) Refer the reader to your enclosed résumé for additional information. End your letter by clarifying what will happen next and how they can most easily reach you. You might say, "I look forward to meeting with you to discuss my qualifications in more detail. Please contact me at (xxx) xxx-xxxx or <e-mail> to arrange an interview time."

Thank you for your time and consideration. I look forward to hearing from you in the near future.

Sincerely,

Your Signature

First-name Middle-initial Last-name

ADDITIONAL TIPS

- Research the employer to determine how you will fit the position and organization's culture
- Do not copy the position description word-for-word, but use key words and terms from the position advertisement
- Analyze your own background and highlight skills and experiences that relate to the position
- In addition to yourself, have the CSO, friends and family members proofread the letter before sending
- Format your cover letter and references to match and be consistent with your résumé style
- Address your cover letter to a specific person rather than Human Resources or Personnel, if possible

Audit Staff Accountant

Crowe Horwath LLP

Job Function: Accounting

Salary Range: Competitive

Desired Start Date: October 2, 2013

Description:

Are you looking to start your career in the right direction with a nationally recognized public accounting and consulting firm? Staff Accountants at Crowe may work in the external audit, internal audit, or risk consulting areas of the firm. Responsibilities may include:

- Audit, review, and compilation of financial statements
- Assistance in the preparation of financial statements and application of GAAP
- Advising clients with routine accounting functions
- Maintaining relationships with key client personnel
- Consulting with management of large organizations
- Providing internal control, process consulting and internal audit services
- Assisting in Sarbanes-Oxley and other compliance related projects.
- Participating in special reviews relating to mergers, acquisitions, and the sale of businesses.

In addition, staff will have diverse opportunities to work as a team member in a variety of industries on both domestic and international client engagements.

We provide our professionals with the appropriate level of training, opportunities and support enabling them to take on additional responsibilities and encounter a broader range of experiences earlier in their careers. In short, we believe that Crowe is truly The Unique Alternative to the Big Four®. Seldom do you get the chance to join a firm where you can make a difference. Join us and experience a career with an impact!

Location 1: Elkhart, Indiana

Location 2: South Bend, Indiana

Position Type: Full-time (Degree Required)

Desired Start Date: September 2, 2013

Qualifications:

Applicants should meet the following qualifications:

- Outstanding academic performance in one of following preferred majors or similar background:
- Accounting
- Strong academic credentials – Minimum major and cumulative GPA of 3.0 required. Minimum major and cumulative GPA of 3.2 preferred
- Proficient with Excel
- Relevant work experience (e.g. internships, summer positions, school jobs)
- Accounting majors are required to meet 150 credit hours by start date (before beginning full-time employment)
- Demonstrated leadership, problem solving, and strong verbal and written communication skills
- Ability to prioritize tasks and work on multiple assignments
- Ability to work both independently and in a team environment with professionals of all levels
- Desire to travel
- Available to work/travel evenings or weekends (Saturday and/or Sunday) – Car may be required to travel to client site

Required Documents:

Résumé, Cover Letter, Transcript

Posted On: Jul 29, 2012

Applications Accepted Until: Sep 19, 2012

Screening Criteria

Degree Level(s): Bachelors, Masters

Minimum GPA: 3.0

Hayden D Martin

109 N Washington Pl, South Bend, IN 46617

Home: (574) 555-2508

hdmartin@hotmail.com

September 19, 2012

Skyler Davis
Director of Recruiting
Crowe Horwath LLP
330 E Jefferson Blvd
South Bend, IN 46601

RE: Audit Staff Accountant

Dear Ms. Davis:

I am applying for the Audit Staff Accountant position posted through the IU South Bend Career Services Office. My father, Thomas Martin, spent his career with Crowe, Chizek, and Associates. As I grew up in South Bend, it was natural to associate starting a career in accounting with Crowe. Many times I found myself looking at the campus off Jefferson Blvd and thinking "I want to work there one day." That day can finally be now.

Though my cumulative GPA at IU South Bend was 3.368, my GPA during my final three years and 109 credit hours was 3.703. Throughout my college career, I led numerous successful teams through group projects in classes in accounting, finance, and management information systems. I was recognized on the Dean's List five times and in Who's Who Among Students in American Universities and Colleges 2012-2013. However, my successes in college are only part of the foundation of my future accounting career. I have worked with four different accounting software packages including extensive use of Microsoft Dynamics GP ERP as well as have extensive experience in the formatting and use of Microsoft Word, Excel, and Access. As the purchasing agent at Modern Kitchen Distributors, I was responsible for all order entry and purchase order creation.

I negotiated better pricing with long time vendors and found new products for the company to sell. This position required frequent interaction with both internal and external partners to solve sourcing needs and product availability issues. Finally, this position was responsible for all inventory management and answered directly to the company president.

You will find my résumé attached for your inspection. I would greatly appreciate the chance for a personal interview to further discuss the start of my accounting career with Crowe Horwath and how I can impact and contribute to your organization. The best ways to reach me are either by phone at (574) 555-2508 or by e-mail at hdmartin@hotmail.com.

Thank you for your time and consideration. I look forward to hearing from you in the near future.

Sincerely,

Hayden D Martin

Hayden D Martin

Enclosure: Résumé

INTEREST OR INQUIRY COVER LETTER

An interest or inquiry cover letter is sent to investigate possible job or internship opportunities. In this type of cover letter, you will need to state how you found out about the organization, why you are sending them your résumé and indicate if you received a referral from someone within the organization. It is important to follow up these types of cover letters within two weeks with a telephone call since you will most likely not receive any response, especially if no positions exist.

Dakota Gonzalez

58482 Cedar Rd • Goshen, IN 46528

Cell: 574-555-5555

dakotagonzalez@gmail.com

January 15, 2013

Jamie Anderson
Human Resources Director
1st Source Bank
100 N Michigan St.
South Bend, IN 46601

Dear Ms. Anderson,

As a long time customer, I have been impressed by the quality of service I have consistently received from 1st Source Bank. I have recently graduated from Indiana University South Bend and would like to build my career with a quality organization like 1st Source Bank.

I received my Bachelor of Science in Business with concentrations in Accounting and Finance from Indiana University South Bend in December. I developed my skills in finance while serving as Treasurer and then Vice President of the Finance Student Association. My internship experiences furthered my skills and interest in the finance industry. 1st Source Bank's #25 ranking in Forbes list of America's Best Banks as well as local recognition and awards indicate that 1st Source Bank is the kind of professional organization I wish to join.

Would you be available for a brief meeting to discuss possible entry level positions? I will call your office next week to arrange a time. If you have questions regarding my résumé or any thing else about myself please call me at 574-555-5555 or e-mail me at dakotagonzalez@gmail.com.

Thank you for taking the time to review my résumé. I look forward to speaking with you soon.

Sincerely,

Dakota Gonzalez
Dakota Gonzalez

APPLICATION COVER LETTER

An application cover letter is sent in response to an advertisement for a job or internship opportunity. In this type of letter, you will need to indicate how you found out about the position and relate your skills and experience to the specific position. As with the interest/inquiry cover letter, it is vital to follow up with the employer within two weeks to ascertain your application status.

Jordan M Stevens

116 Hill Trail
South Bend, IN 46628
574/555-5555
jstevens@iusb.edu

March 14, 2013

Ms. Mary Lou Nelson
Manager of Human Resources
Continental Industries, Inc
2900 Rosemont Blvd
Rosemont, IL 60018

RE: Staff Accountant

Dear Ms. Nelson,

I am applying for the Staff Accountant position that was posted on IUSBCareers.com this week. The position fits well with my education, experience, and career interests.

Your position requires skills in various accounting functions, including performing general ledger reconciliations, analysis, and reporting; ensuring accuracy and timeliness of the general ledger, and internal monthly and quarterly statement. In my experience as a junior accountant, accounting intern, and billing coordinator, I handled monthly journal entries, analyzed expenses, reviewed and corrected accounting entries, and generated reports. Accounting corrections I made as an intern revealed \$50,000 in unpaid bills and mislaid funds. My enclosed résumé 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.

Please consider my request for a personal interview to discuss my qualifications and to learn more about this opportunity. Should you need to reach me, please contact me at 574/555-5555 or jstevens@iusb.edu.

Thank you for your consideration. I look forward to talking with you.

Best regards,

Jordan Stevens
Jordan M Stevens

SALARY REQUIREMENTS AND SALARY HISTORIES

If a position advertisement indicates they would like a salary requirement or history, you should always address the issue in the final or next to last paragraph of your cover letter.

Salary Requirements

In the situation of a salary requirement, it is best to indicate that this can be negotiated or discussed in the interview. This allows you flexibility in determining a salary fit for the position after you are able to discuss the full details of the position. You do not want to lock yourself into a salary figure that is either too high for the employer or too little for what the position deserves.

If you feel inclined to provide a salary requirement, perhaps because your résumé or application will not be considered without it, you should always give a range.

You can research salary ranges by occupation and location on the internet:

- Salary.com
- Occupational Outlook Handbook (stats.bls.gov/ooh)

Salary Histories

- Give the salary history of your recent work experiences or most relevant work experiences
- Can be included in one of the final two paragraphs of your cover letter or as a separate document; formatted to match your cover letter, résumé and references
- Should always be accompanied by a salary requirement since your current salary requirement may not match your salary history

JOIN THE IU SOUTH BEND ALUMNI ASSOCIATION AND TAKE ADVANTAGE OF THESE BENEFITS:

- Exclusive Job Opportunities & Career Coaching
- Exclusive, Low-Cost SAC Membership
Join the fully equipped, convenient workout facility at the Student Activities Center for just \$30 a month. After you graduate you will no longer be able to use this facility for free.
- Discounted Continuing Education Courses
Receive a 20% discount on selected IU South Bend Extended Learning Courses.
- Local Discount Card
Members receive a discount card good at 20 local businesses, including the campus Bookstore.
- PLUS...
*\$5 price for any IU South Bend arts/cultural events, IU South Bend **Foundations** magazine, and invitations to members-only events!*

IU South Bend continues to grow and evolve to serve the needs of our community – and *YOUR* alumni association is committed to doing the same with our members!

See our website at

alumni.iusb.edu

Join online at

[alumni.indiana.edu/
membership/
membership-levels.html](http://alumni.indiana.edu/membership/membership-levels.html)



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