

# COVER LETTER

## WHAT IS IT? HOW DO I MAKE ONE?

### Purpose of a Cover Letter

The cover letter is an opportunity to connect your experiences with the skills required for the job. The cover letter helps you to:

1. Introduce yourself and state your objective.
2. Highlight information that addresses the needs and interests of the employer.
3. Show your knowledge of and excitement for the company/organization!
4. Serves as a writing sample.

### Helpful Tips

- Use a blank Microsoft Word Document
- Reference the Cover Letter Sample to Format your Letter
- Review your drafted cover letter with a Career Specialist during Drop-In Career Advising or by scheduling an appointment via Handshake.

**\*Be sure to always send your cover letter to employers as a PDF.**

### Cover Letter Components

Scotty Bear  
Riverside, CA | (555) 555-5555 | scottytbear@ucr.edu

Today's Date  
Your Addressee's Name  
Professional Title  
Organization's Name  
Mailing Address  
City, State and Zip Code  
Dear Hiring Manager,



Use LinkedIn, or the company website, to track down the name of the hiring manager. If you can't find it, name the search committee, hiring manager, or team (i.e. "The ABC Project Team" or "The Marketing Department"). If you find the hiring manager's name, be sure to spell it correctly. Never use "To Whom It May Concern."

In the first paragraph, state the reason you are writing. Share the specific position you are applying for, and indicate how you learned about the employer and/or the opening. Be specific about why you are interested in the position. Share something specific about the job description or organization that drew your attention.

Body paragraph(s): Briefly summarize some of your strongest qualifications to do the work. Link your experiences to the skills being required in the job qualifications. In other words, review the skills listed under the job qualifications and use these skills mentioned as your talking points. Connect where in your experiences you demonstrated these skills.

State your interest in the specific position and organization you are applying for, and thank them for their time and consideration. Also, share that you look forward to hearing from them.

Sincerely, Your Electronic Signature, Your Name (Type this out for letters that are both mailed and sent electronically.)

CONTINUED ON THE BACK



# SAMPLE COVER LETTER

Scotty Bear

Riverside, CA | (555) 555-5555 | scottbear@ucr.edu

Sept. 4, 20xx

Ms. Christina Brown  
Vice President  
Bright Green Talent  
4500 Third St.  
Los Angeles, CA 90210

Dear Christina Brown, I am eager to apply for the Community Outreach Coordinator at Bright Green after reviewing the job description found on Handshake. As an engaged environmentalist with a passion for people and positive psychology, I was intrigued by Bright Green's dedicated mission to support positive change within local communities. I am excited for the prospective opportunity to apply my knowledge, leadership skills, and interest in environmental sciences in this role.

I earned my Bachelor of Science in Environmental Studies with a minor in Psychology at the University of California, Riverside. During my undergraduate experience, I wrote my senior thesis on how community organizations integrate sustainability issues into traditional academic frameworks to prepare community members' efficiency in resource management. My educational preparation has equipped me to coordinate with community leaders to support environmental advocacy.

The role of a Community Outreach Coordinator requires the ability to work independently with initiative as well as collaboratively. As a Lead Barista, I handled large volumes of customers in a timely and organized manner with little to no supervision. During one particularly busy shift, I directed and collaborated with a seven-member team and served 60 customers during the first hour. My team and I achieved a 15% increase in profit from that first hour alone. I would look forward to applying my ability to successfully lead a team in this role.

Another important qualification for this role is the ability to connect with community members to raise funds for this important work. In my role as Secretary of Phi Delta Epsilon, I cataloged the expenditures during a community health fair, where I kept 100% accuracy of all funds being used and raised. This experience confirmed my passion for improving the lives of community members through advocacy.

Overall, I am excited for the prospective opportunity to contribute my educational background in environmental studies, previous collaboration, leadership, and fundraising skills to the Community Outreach Coordinator position at Bright Green. Please feel free to contact me at 951-555-5000 to further discuss my qualifications. Thank you for your time and consideration of my application. I look forward to hearing from you.

Sincerely,



Scott Bears  
Enclosure: resume

This information is accurate and reliable as of the date of publication, but may change without notice. Please contact the Career Center for the most up-to-date information. (02/25)



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