



## JOB SEARCH LETTERS

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### **COVER LETTER**

Accompanies your resume when you are applying for a specific position. The key purpose is to engage the reader, so that he/she will read your resume; therefore, it should be customized to the position you are applying for. The most effective cover letters are addressed to a specific person; if the listing does not include contact information, do some research to find out who you should send it to. The cover letter can be an attachment to an e-mail, in the body of e-mail, or uploaded to an Applicant Tracking System.

### **LETTER OF INQUIRY**

Sent to a company of interest when the type of position you are interested in is not advertised. Your focus should be on the key skills and qualifications you have that directly relate to the company's current needs, emerging challenges, specific products/services, and/or customers. It is like a cover letter and you should attach your resume.

### **REQUEST FOR AN INFORMATIONAL INTERVIEW**

Used for the purpose of expanding your network and learning more about your field of interest, this letter briefly describes your background and goals; the main point, however, is to outline the type of information or advice you are seeking. In this type of letter, it is *inappropriate* to request a meeting about job openings or opportunities; therefore, you should not attach your resume.

### **THANK YOU / FOLLOW-UP LETTER**

This letter, which comes after an interview, is welcomed and expected by employers. Much more than a simple "thanks," it is used to place yourself at the forefront of your interviewer's mind by: thanking the person for his/her time, reminding him/her of your key qualifications, and re-stating your sincere interest in both the position and the company. Make sure you get the interviewer's business card to ensure proper spelling of the interviewer's name and title. E-mail is an appropriate method; as a subject line use "Interview Follow-up."



## PREPARING TO WRITE A COVER LETTER

Before you start writing your cover letter, look at the job description and identify all the qualifications and responsibilities. Write those in the left-hand column below. For each item in the left-hand column, think of something from your past experiences (academic, work, sometimes personal) that **proves** you have the experience and skills necessary to perform the job described in the job posting. You will use some of these examples in your cover letter.

Qualifications/Responsibilities  
from job description

My Experience/Qualifications  
may or may not be on resume

Qualifications/Responsibilities from job description	My Experience/Qualifications may or may not be on resume

Request Before Use



## COVER LETTER CHECKLIST

### What To Include:

- The same contact information as your resume
- A consistent look
- Paragraph sections (i.e., salutation, opening, main body, closing)
- A length of about half a page
- Your key skills (customized to the job for which you're applying)
- Reason why you would be best for the position

### What To Omit:

- Avoid "To Whom It May Concern," "My name is," "I am writing to express my interest in," "I'm probably not the best candidate, but," and "I am applying for the role of [title] at [Company]"
- Never reuse a cover letter
- Don't repeat your resume

### Design Elements:

- Keep it short
- Keep it succinct
- Use one-inch margins
- Use numbers and metrics
- Avoid graphics
- Use an appropriate font style, size, and color
- Format appropriately
- Use a common document type
- Include white space
- Use boldface for emphasis

### Spelling, Grammar, and Punctuation

- Use action words
- Pay attention to details
- Ensure a punctuation and capitalization is consistent and correct
- Employ a friendly but professional tone

### Bonus Tips for an Outstanding Cover Letter

- Get to know the company's culture and make sure the tone of your letter reflects it
- Focus on your work experience rather than your education
- Use an active voice instead of a passive voice
- Show interest and enthusiasm about what you have to offer and what the company is doing
- Write like a real person and be yourself (not fake or too formal)
- Stay positive and focus on your strengths; don't apologize for not having the right experience

## SAMPLE COVER LETTER/APPLICATION LETTER

123 Main Street  
Anytown, LA 70000

February 12, 2020

Ms. Jane Smith, HR Manager  
XYZ Company  
789 University Street  
Anytown, LA 70000

**TIP:**

State why you are writing, what you are applying for and how you learned of the position. Grab the attention of the reader by providing information to show your interest.

Dear Ms. Smith:

I am applying for the Marketing Intern position that was recently advertised with the University of Louisiana at Lafayette Career Services. With my experience, academic background and career interests, I believe I would make an excellent addition to the marketing team and XYZ Company.

Your position requires skills in communication, research and teamwork. My strong communication and marketing skills have proved to be valuable assets at two major retail chains. As a Sales Associate with JC Penney Department Store, I achieved the Customer Satisfaction Award and was promoted to Lead Sales Associate after only three months of employment. This recognition is awarded to individuals with outstanding customer service and leadership skills, sales ability and teamwork efforts. At Old Navy Department Stores, I worked as part of a team of fifteen to plan and execute marketing strategies for promotional items. Additionally, you will find my research background at ABC Medical Center valuable in successfully completing marketing projects. The enclosed resume will describe my experience in greater detail.

It is evident from your website that XYZ Company is transforming the industry with global expansion and technological advancement. I am anxious to be a part of such an innovative team. I am confident that I can make an immediate contribution to the department and am willing and eager to learn additional skills that would benefit the company. Moreover, the internship will be a great learning experience, allowing me to apply my academic studies to a real-world work environment.

I would appreciate the opportunity to meet with you to discuss the possibility of joining XYZ's Marketing Department. In the meantime, please feel free to contact me at (337) 280-xxxx for additional information. Thank you for your time and consideration.

Sincerely,

Cayenne Pepper

Enclosure: Resume

**TIP:**

Refer to your resume, drawing attention to your most relevant experience(s) and skills. Point out achievements. Show that you did your homework and stress your interest in the job.

**TIP:**

Initiate follow-up and show appreciation. SIGN your letter. Note that you have enclosed your resume.

## Sample E-Mail of Inquiry

TO: hiringmanager@company.com

FROM: student@louisiana.edu

SUBJECT: Exploring career opportunities in civil engineering

Dear Mr. / Ms. [Last Name]:

In last week's issue of The Advocate, I read with great interest about your organization receiving the contract for expansion and renovation of the Heymann Performing Arts Center. Congratulations!

I completed my Bachelor of Science in Civil Engineering in December and am interested in civil engineering or architectural drafting design opportunities with [Company Name]. My semester-long co-op experience at the World War II Museum in New Orleans, as well as additional skills gained through a variety of summer internships, would allow me to make an immediate contribution to the Heymann Center project, or others being handled by your firm. Throughout my employment, I established a reputation as a detail-oriented and goal-directed team player.

Attached is my resume outlining my academic and work experience in more detail. I would welcome an opportunity to meet with you to discuss any openings that might be a match to my qualifications. I can be reached at (337) 280-xxxx or via e-mail at student@louisiana.edu.

Thank you for your consideration.

Sincerely,

Student Name

## Sample LinkedIn Message Requesting an Informational Interview

Dear Mr. / Ms. [Last Name]:

I saw through the UL Lafayette school page on LinkedIn that you are a Research & Development Engineer at [company name]. I am beginning my final year of study in the Bachelor of Science program in Chemical Engineering at the University of Louisiana at Lafayette and want to refine my career focus. I am reaching out to professionals in the field for information and advice regarding current and emerging challenges in the industry. Given your expertise, your perspective and thoughts would be greatly appreciated.

Might we be able to schedule 20-30 minutes of time for meeting? I could easily come to you at a time that is convenient for you. I look forward to talking with you.

Sincerely,

Student

Name

Request Before Use

## Sample Thank You Letter

Student Address  
City, ST Zip  
Phone  
Email

August 22, 2016

Employer Name  
Company Name  
Company Address City,  
ST Zip

Dear Mr. / Ms. [Last Name]:

Thank you very much for interviewing me yesterday for the Associate Engineer position. I enjoyed meeting you and learning more about your research and design work.

My enthusiasm for the position and my interest in working for [Company] were strengthened as a result of this interview. Your department's newest project using emerging technologies would allow me to contribute immediately with knowledge gained in my advanced-level coursework. Overall, I believe that skills gained through my employment and cooperative education experiences are closely aligned with your needs.

I would greatly welcome the opportunity to work with you and your staff. Please feel free to call me at (337) 280-xxxx if I can provide you with additional information to further support my application.

Sincerely

, Student

Name

## Sample Thank You E-Mail

TO: hiringmanager@company.com

FROM: student@louisiana.edu

SUBJECT: Thank you for your time

Dear Mr. / Ms. [Last Name]:

Thank you for the opportunity to discuss the Marketing Assistant position. I very much enjoyed meeting with you and hearing about Marco's and Gloria's perspectives as recent hires from UMass Lowell. The new projects that you mentioned are of interest to me. I believe the skills gained at my summer internship would allow me to make an immediate contribution to the successful launch of these projects.

Since you are going to reach a decision quickly, I would like to highlight the key personal skills that I feel qualify me for the position beyond my marketing experience:

- Ability to juggle many projects simultaneously
- A flexible and creative work attitude
- Articulate, personable and easily approachable
- Goal directed and dependable

I am, of course, looking forward to hearing from you in a positive way and am ready for any "start date" you select. Again, thank you for meeting with me and considering my qualifications.

Sincerely,

Student Name