

Your Cover Letter

The piece that really helps you stand out to get an interview and hopefully, the job.

Again, as a recent graduate, you won't have too much to say. The goal of the cover letter is to let the recruiter or interviewer know that you have done your homework and are genuinely interested in this position. Most importantly, they are looking to see that you will be a good fit for them and that you will bring the very best of yourself to this opportunity.

You will need to write a separate cover letter every time you send a resume. A resume submitted without a cover letter looks like you're "shot gunning" and will go straight to the bottom of the pile. Always submit a cover letter with your resume.

Prospective employers are looking for what YOU can do for THEM. So, this is not an "I this" and "I that" letter. It's a "you" letter. In fact, a good rule of thumb here and forever in your correspondence is: don't start a paragraph with the word "I."

Make it easy to read and let it breathe with white space. Let it be one page at most.

If you have done your homework on the company and the job, researching far beyond the simple job description, this will flow naturally. Your goal is to match what you offer with what they need.

YES! YOU CAN DO IT!

Writing a good cover letter takes time. Expect to spend at least 1-2 hours and perhaps more to get it right. If you are willing to put your time into doing this right, your future employer is likely to believe that you will be willing to put your time into quality and excellence at work. So enjoy the process and give it your all!

Remember...Every cover letter is different. The one that follows is merely a sample. Yours will be personalized to reflect who you are and your excitement about the job, as well as what you will bring to it.

YES! YOU CAN DO IT!

Sample Cover Letter

Issa James
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January 5, 2021
Ms. Amy Nelson Schmitz
Vice President of Marketing
Nimble Corporation
123 Woods Road
Milwaukee, WI 53201

Dear Ms. Schmitz:

In response to your ad for Special Events Assistant, I am pleased to submit my resume and qualifications. From your ad and the information I have found on your company, I understand that Nimble Corporation stages large events for the community as well as private events for its clients and shareholders. I believe that my experience in events, outreach and client services will be valuable to Nimble Corporation as a Special Events Assistant on its team.

As detailed in the attached resume, I most recently worked as an intern for public radio station WSMW in Madison, WI to engage community members in upbeat fun, family and cultural events in which over 12,000 people participated. We built a name for the station by delivering more than news and music. During college summers, I returned to Milwaukee to work at a private club where I participated in staging an international awards banquet and television broadcast for the Northwestern Digits Clay Courts Tournament. In both capacities, I enjoyed the challenges to be creative and to problem-solve.

My responsibilities have included events planning and implementation and managing and supervising the work of others. I understand how to create timetables and budgets in order to achieve desired results. I am self-motivated and goal-oriented and love to be part of a team dedicated to excellence and success. I will bring these qualities to my work with Nimble. This would be an outstanding opportunity for me to start my career with Nimble, a highly respected company, in work that I enjoy and a community that I love.

It would be a pleasure to talk further with you about this position. May I hear from you soon?

Thank you.
Sincerely,
Issa James