

COVER LETTERS

The goal of the cover letter is to persuade the reader to review your resume by summarizing and combining experiences in one pack-it-with-a-punch-sentence which provides the qualifications that match the employer's requirements. When sending your resume via email, the body of your email message is your cover letter. Generally speaking, your cover letter can include three paragraphs.

Sample Email Subject Lines:

- Response to a job/internship posting: (Company Name) Ad for a Job Posting on Handshake
- Networking with employers or following up on referrals: Met You at the Rutgers Career & Internship Fair Referred by _____
- Canvassing employers to explore potential opportunities: Strong Applicant for Your _____ Department

Sample Lead in Sentence for 1st Paragraph:

- I am a _____ major in my _____ year at Rutgers University and am writing in response to your job posting on Hotjobs.com for a _____.
- I am very interested in the _____ position you have advertised in the New York Times and have attached my resume for your review. The position matches my background, experience, and career interests perfectly.

Sample Lead in Sentence for 2nd Paragraph:

(Follow with a comparison of your qualifications/selling points and their requirements)

- I possess many of the qualifications mentioned in your ad, including:
- Please allow me to draw your attention to a few of the ways my background meets your requirements:
- The attached resume provides a detailed outline of the skills I have acquired through my education and work experience. Those that may be of particular interest to you include:

Sample Final Paragraph Closing:

- I would like to meet personally to discuss the ways I can contribute to your organization's needs. I can be reached at _____. Thank you for your time and consideration.
- I look forward to meeting you to discuss the needs of your _____ department and how my background can accommodate them. I can be reached at _____ to arrange an interview at your earliest convenience.
- I welcome the opportunity to meet with you and discuss in more detail my qualifications for the position. I look forward to hearing from you soon to set up an interview. Thank you.