JOB SEARCH LETTERS

1. COVER LETTER
   Accompanies your resume when you are applying for a specific position. The key purpose is to engage the reader to review your resume. Therefore, it should be tailored to the position you are applying for. The cover letter can be an opportunity to explain what may be missing from your resume (e.g., gaps in work history, skill gaps, or explaining skills or experiences that are not traditional for the field). Given the prevalence of AI to review career documents, it’s helpful to utilize key words that match the job description directly. The most effective cover letters are addressed to a specific person. The cover letter can be an attachment to an email, in the body of an email, or uploaded to an application. (e.g., pages 3-8)

2. INQUIRY LETTER/ EMAIL
   Sent to a company of interest when the type of position you are interested in is not advertised. Your focus should be on your key skills and qualifications that directly relate to the company’s current needs, emerging challenges, specific products and services, and/or customers. It is like a cover letter, and you should attach your resume. (e.g., pages 9-10)

3. REQUEST FOR AN INFORMATIONAL INTERVIEW
   Used to expand your network and learn more about your field of interest. This request briefly describes your background and goals but the main point of the request is to outline the type of information or advice you are seeking from the conversation. In this type of request, it is inappropriate to ask for a meeting about job openings or opportunities. Therefore, you should not attach your resume. (e.g., page 11)

4. THANK YOU / FOLLOW-UP NOTE
   The thank you/follow-up note comes after an interview and is welcomed and expected by employers. This is 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 their time, reminding them of your key qualifications, and restating your sincere interest in both the position and the company. Make sure you get the interviewer’s business card or information to ensure proper spelling of the interviewer’s name and title. If sending via email, consider using “Interview Follow-up” or “Thank You for Your Time” as a subject line. (e.g., pages 12-13)
DO’S AND DON’TS

DO

▪ Use the samples on the following pages as guidelines
▪ Customize your letters to the company / position of interest
▪ Make your best effort to address your letters to specific people*
▪ Use proper spelling, grammar, punctuation, and letter format
▪ Have the career center review your letter when writing one for the first time
▪ If sending by email, use your email message to further promote your qualifications
▪ Follow up by emailing or calling the person within a week of sending your letter

DON’T

▪ _Don’t_ indent paragraphs
▪ _Don’t_ forget to attach your resume if you’ve referenced it in your email
▪ _Don’t_ address a letter to “Dear Sir/Madam” or “To Whom It May Concern”
▪ _Don’t_ assume that all you need to do is send a resume; persistence and follow-up are key
▪ _Don’t_ send the _exact_ same “thank you” letter to every person you interviewed with
▪ _Don’t_ email your letter or resume from your work email
▪ _Don’t_ forget to get your interviewer’s business card before leaving an interview
▪ _Don’t_ neglect to update those who referred you to a company on your progress

* If you have done your research and are aware of an individual’s preferred pronouns, address the letter as “Dear Mr./Ms. _______:” ; if you are unsure, write out their first and last name instead. If you are unable to find a contact person, address your letter to “Dear Recruiter” or “Dear Hiring Manager”. 
**PREPARING TO WRITE A COVER LETTER**

Before you start writing your cover letter, review 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 an example from your past experiences (academic, work, extracurricular, or sometimes personal) that prove 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.

<table>
<thead>
<tr>
<th>Qualifications/Responsibilities from job description</th>
<th>My Experience/Qualifications examples may or may not be on resume</th>
</tr>
</thead>
</table>

UMass Lowell Career & Co-op Center
University Crossing 450 | O’Leary 105 | 978-934-2355 | career_services@uml.edu | career.uml.edu
Facebook & Instagram: UMLCareerCoop
COVER LETTER OUTLINE

Your name (optional)  
Your return address  
Phone  
Email  

Date  

Name of the contact person  
Title  
Name of organization/company  
Address  
City, ST Zip  

Dear Mr. / Ms. [Last name] or [First and Last name] or [Dear Recruiter] / [Hiring Manager]:

Introduction paragraph: reason for writing the letter  
How did you learn about this job opening?  
If you have been referred by a contact, include the person’s name.  
What is the title of the position and the reference number (if listed)?  
Why do you want to work for this organization?  
Briefly convey your enthusiasm for position and knowledge of their products, services, and/or projects.

Body paragraph: an overview of your skills and qualifications  
What 3-4 key skills do you have that relate to this position?  
Match your experience to the job description.  
Make it easy for the employer to see how you are qualified for the job.  
Draw on skills from work experience, volunteer experience, internships or co-ops, and classes.

Optional body paragraph: specific accomplishments / examples of how you’ve used your skills  
What projects did you work on – either at a job or as part of a class?  
Use the PAR formula – Problem-Action-Result.

Final Paragraph: closing  
Where can they reach you? List email and phone number.  
State that you look forward to an interview.  
Thank the person for their consideration of your application.

Sincerely,  
Student Name

*Be prepared to receive emails from and answer calls from employers. Check your listed email (inbox and junk) daily, ensure there is space in your voicemail, and create an outgoing voicemail greeting is professional.
Sample Cover Letter

Criminal Justice major looking for a position in human services

Judy Wang
Agawam, MA 01001
(978) 123-4567
judy_wang@student.uml.edu

August 12, 20xx

YMCA
1500 Main Street
Springfield, MA 01115

Dear Hiring Manager:

Attached is my resume for the Direct Care Counselor position posted on idealist.org. Through my work for YMCA programs, I have become familiar with the array of services that you provide to children and youth throughout Massachusetts. Please consider me an enthusiastic candidate!

For the past two years I have worked with children and youth of different age groups in a variety of YMCA programs. I easily establish relationships with children and their parents. I have strong communication skills, am fluent in Spanish, and am approachable and trustworthy. Most of my work has involved organizing activities and motivating youth to participate to build relationships, as well as self-esteem and confidence.

I have an associate degree in criminal justice and am completing my B.S. in Criminal Justice at the University of Massachusetts Lowell. Through my program I’ve taken courses related to mental health and child maltreatment and have developed knowledge of behavior and decision-making that would be valuable in this role. I am dedicated to this field and believe that my interests and skills are a match for this position and the overall mission of the organization.

I would welcome an opportunity to discuss your needs and my qualifications. You can reach me at (978) 123-4567 or via e-mail at judy_wang@student.uml.edu. Thank you for your consideration.

Sincerely,
Judy Wang
Sample Cover Letter
Recent MIS graduate with on-campus, internship, and project experience

Lucas Santos
Lowell, MA • Lucas_Santos@student.uml.edu • (978) 123-4567

June 10, 20xx

Stephanie Smith
Computer Systems Manager
Company USA
1234 Milford Street
Dover, NH 03820

Dear Ms. Smith:

Attached is my resume for the position of Systems Analyst, advertised on Handshake. I was interested to read about your new partnership with S. A. Industries and believe that my proficiency in Spanish would be an added asset to your work in Latin American markets.

I recently graduated in the top 10% of my class with a B.S. in Business Administration with a concentration in Management Information Systems. This degree from the University of Massachusetts Lowell afforded me training on a variety systems and software applications. I have experience in financial applications software, end-user consulting, and database management.

My specific relevant work experience includes:

- **Programmer** and help desk assistant at the UMass Lowell IT Help Desk, where I gained valuable exposure to complex computer operations, and provided telephone assistance to hundreds of staff and faculty throughout the university.

- **Systems analyst** at Eastern Bank, working in a department of six people to support financial operations (6-month internship).

- **Technical support analyst**, assisting a local nonprofit to identify emerging technology needs and evaluate current equipment/systems (course project).

I look forward to an opportunity to meet with you to discuss your needs, my qualifications and how I can contribute to the success of S. A. Industries. You can reach me at (978) 123-4567 or via e-mail at Lucas_Santos@student.uml.edu. Thank you for your consideration.

Sincerely,
Lucas Santos
Sample Cover Letter

Art major / Psychology minor seeking a position in an art studio

Harley Lin
Brocton, MA • 978-555-5555 • Harley_lin@student.uml.edu
www.linkedin.com/in/harleylin17 • www.myportfolio.com/HarleyLin

October 15, 20xx

David Hassan
Director
Art Star Foundation
3674 Aspen Court
Malden, MA 02148

Dear Mr. Hassan:

The description that you recently posted on Zip Recruiter for a Studio Assistant appears to be a perfect match to my interests and qualifications.

With my academic background in art and psychology from the University of Massachusetts Lowell, I am confident that I would make a very successful and creative Studio Assistant. Having worked as an Intern for the non-profit organization Art Star Foundation, I have been exposed to several business and operational aspects of the art world. My experience as a Library Assistant at UMass Lowell demonstrates my capability of working with others and providing useful information in a timely and professional manner. In addition, my education in psychology has provided me with the ability to listen attentively to customer requests and make appropriate recommendations.

I would appreciate the opportunity to make a contribution to your firm and would welcome a conversation with you to further discuss my candidacy. I will contact you next week to see if we might arrange a time to speak or you may contact me at (978) -555-5555 or Harley_lin@student.uml.edu. In the meantime, please feel free to visit my online portfolio at www.myportfolio.com/HarleyLin. Thank you for your time and consideration.

Sincerely,
Harley Lin
Sample Cover Letter
Plastics Engineering major seeking an internship

1793 Joanne Lane
Acton, MA 01720
(978) 765-4321
Samroeng_Ren@student.uml.edu

April 21, 20xx

Taylor Dupont
Engineering Manager
America’s Nano Tech
123 Longwood Drive
Lowell, MA 01851

Dear Taylor Dupont:

I am writing to apply for your Plastics Engineering internship, which was recently posted on UMass Lowell’s Career & Co-op Center website.

This position requires product design and process development experience, both of which I have been exposed to in my bachelor’s program in Plastics Engineering. In addition, I have gained an understanding of the following engineering technologies and techniques:

- Insert skill, technology or technique
- Insert skill, technology or technique
- Insert skill, technology or technique

In my four years as a Customer Service Associate for Shaw’s Supermarket, I have been recognized for providing accurate and timely information to customers and supervisors and have managed my tasks with strong detail and follow-through skills. Throughout my academic career at UMass Lowell, I have needed to effectively utilize time management, prioritization, reporting, documentation, and organization skills to successfully complete all assignments and projects. I believe that these skills will help me to succeed in this position and allow me to contribute to the continued success of America’s Nano Tech.

I would welcome the opportunity to meet with you in person to discuss my qualifications for this role in greater detail. I have attached my resume for your review. Please feel free to contact me at (978) 765-4321 or via e-mail at Cody_Rasmussen@student.uml.edu. Thank you in advance for your consideration; I look forward to hearing from you.

Sincerely,
Samroeng Ren
INQUIRY LETTER OUTLINE

Dear Mr. / Ms. [Last name] or [First and Last name]:

**Introduction:** What brings you to inquire about this organization? Include something you find interesting and exciting about the organization and/or include why you are interested in the organization.

**Body:** Briefly share your qualifications and include your degree, experience, projects, and skills that show you would be a good fit.

**Conclusion:** Share your resume and contact information.

Sincerely,

Student Name

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Sample Inquiry Email

*Civil Engineering student inquiring a full-time position (no posting)*

TO: jjones@constro.com
FROM: John_Philips@student.uml.edu

SUBJECT: Exploring career opportunities in civil engineering

Dear Mr. Warren:

In last week's issue of The Boston Business Journal, I read with great interest about your organization receiving the contract for expansion and renovation of the Isabella Stewart Gardner Museum. Congratulations!

I completed my B.S. in Civil Engineering in December and am interested in civil engineering or architectural drafting design opportunities with Constro Engineering. My semester-long co-op experience at the Guggenheim Museum in Las Vegas, as well as additional skills gained through a summer internship at ABC Construction, would allow me to make an immediate contribution to the Gardner Museum 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 for my qualifications. I can be reached at (978) 934-0000 or via e-mail at John_Philips@student.uml.edu.

Thank you for your consideration.

Sincerely,

John Philips
Sample Inquiry Letter

Mechanical Engineering student inquiring about internship/co-op opportunities (no posting)

Jean Okeke
Lowell, MA 01852
(978) 333-8888
Jean_Okeke@student.uml.edu

July 1, 20xx

Jordyn Wade
Senior Mechanical Test Engineer
Bose
100 The Mountain Rd
Framingham, MA 01701

Dear Jordyn Wade:

I am writing to inquire about the possibility of a Mechanical Engineering internship or co-op at Bose. As I enter my third year of mechanical engineering coursework at the University of Massachusetts Lowell, I find the opportunities to apply my skills and gain engineering experience at Bose very exciting. A musician myself, I grew up with Bose’s unique sound products and have always found them fascinating. I have enjoyed witnessing the introduction of important technologies such as the Wave® music system, wireless surround sound, and noise cancelling headphones. It is Bose’s commitment to diverse research and innovation that initially inspired me to study engineering.

Having worked in residential home development for several years, I have learned that few things come easily and thus have always maintained a strong work ethic and desire to succeed. I am a committed student eager to learn and grow as a professional. To date I have completed several relevant courses that include the study of materials behavior, 3D CAD modeling, and electronics. Additionally, I believe that my personal interest in your company and outstanding academic record make me an ideal applicant for an internship or co-op at [Company].

Please see my attached resume which contains additional details regarding my qualifications. I’d appreciate an opportunity to speak with you further about any position for which you believe I may be a suitable fit. I can be reached at (978) 333-8888 or Jean_Okeke@student.uml.edu.

Thank you for your time and consideration.

Sincerely,
Jean Okeke
Sample LinkedIn Informational Interview Request

Dear Mr. / Ms. [Last Name] or [First name],

I saw through UML Connect on LinkedIn that you are a grants coordinator for the City of Lowell. I am finishing the Bachelor of Arts in History at UMass Lowell and want to refine my career focus. I am reaching out to professionals in the field for information and advice. Given your expertise, your perspective and thoughts would be greatly appreciated.

I would be thrilled to connect for a 20-minute meeting. I am willing to connect at a time that is convenient for you. I look forward to talking with you.

Thank you for your consideration,
Student Name

Sample Email Informational Interview Request

TO: hiringmanager@company.com
FROM: Stella_Dimas@student.uml.edu
SUBJECT: UMass Lowell

Hello Mr. / Ms. [Last Name] or [First and Last name],

I am a student at UMass Lowell working on my B.S. in Exercise Science. I am looking to learn more about different career pathways and am reaching out to professionals in the field for information and advice.

It seems like you have had a successful career thus far working with athletes. I’d like to learn about your career journey in athletic training because I am interested in the field as well.

I understand you probably have a busy schedule and am willing to be flexible. Are you available on [day and time] or on [day and time]?

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

Regards,
Stella Dimas
THANK YOU LETTER OUTLINE

Dear Mr. / Ms. [Last name] or [First and Last name]:

First Paragraph: Say thank you for what the recipient has provided you. If it’s an interview, specifically address the position you interviewed for.

Second Paragraph: Why are you thankful? What did the recipient offer you? You can share a warm tone but avoid going overboard. Reinforce your interest in the position.

Third (Optional) Paragraph: Remind the recipient of specific qualifications related to your conversation. If you thought of anything else you may have forgotten to add during the interview, this is a good place to very briefly share a thought or clarification.

Conclusion: Keep this short. Reiterate your gratitude and give a next step.

Sincerely,
Student Name

Sample Thank You Email

TO: hiringmanager@123Marketing.com
FROM: Patrick_Yu@student.uml.edu
SUBJECT: Thank you for your time

Dear Mr. / Ms. [Last Name] or [First and Last name],

Thank you for the opportunity to discuss the Marketing Assistant position at 123 Marketing Group. I enjoyed meeting you and hearing about Marco and Gloria’s perspectives as recent hires from UMass Lowell. The new projects that you mentioned are of particular interest to me. I believe the skills I 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 I feel qualify me most 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 look forward to hearing from you and am ready for any start date you select. Again, thank you for meeting with me and considering my qualifications.

Sincerely,
Patrick Yu
Sample Thank You letter

456 Hinkle Road  
Cambridge, MA 02141  
(978) 000-0000  
Blanca_Harding@student.uml.edu

August 22, 20xx

Henri Santiago  
BioPharma Corp  
123 June Drive  
Melrose, MA 02148

Dear Henri Santiago,

Thank you very much for interviewing me yesterday for the Associate Research Specialist 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 BioPharma Corp. were strengthened in this interview. The knowledge and skills I gained through my research experience would allow me to contribute immediately to your department’s newest emerging technologies project.

I would greatly welcome the opportunity to work with you and your staff. Please feel free to call me at (978) 000-0000 if I can provide you with additional information to further support my candidacy.

Sincerely,

Blanca Harding