

# guide to COVER LETTERS & EMPLOYER COMMUNICATION



**WHAT IS A COVER LETTER?** This document serves as a one-page introduction of who you are, what you do well, and how you fit with the job and employer.

## SAMPLE STUDENT

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Recruiter or Employer's Full Name  
Department Name  
Company Name  
Street Address  
City, State Zip Code

Dear \_\_\_\_\_,

While researching publishing companies online, I discovered an opening on your firm's website for an Editorial Assistant. I would like to be considered for this position at the company headquarters in Kansas City and am very excited about the opportunity to apply. This May, I will graduate from the University of Missouri with a Bachelor's degree in Communication, and I would like to use the knowledge, skills, and experience that I have gained to contribute to Tiger Publishing.

Through valuable experiences at several newspapers and magazines, I have found a love for page layout, editing and feature writing. For the past year, I have been the lead copy editor for The Maneater, a bi-weekly campus newspaper with a readership of 30,000. In addition, I interned as a writer and editor for Mizzou Weekly, a faculty and staff publication, and reported on the health and science beat for the Columbia Missourian. By creating copy and editing, I have improved my writing skills, learned to develop engaging stories, and honed my eye for detail and accuracy. If selected, I am confident I will bring creativity, professionalism, and a unique writing style to the job.

Tiger Publishing's commitment to young readers and reputation for excellence are compelling reasons why I would like to join your team. My communication style would fit well with the youth population your circulation reaches. A passion for crafting messages and captivating a reader through storytelling are values I share with your current staff. If given the chance, it would be incredibly motivating to contribute to an engaging and successful firm, where content writing and graphic representation bring to life such effective publications.

I would like to discuss my interests and qualifications with you in person and have enclosed a résumé for your review. You may reach me at my email and phone listed above, and can reference writing samples and additional information through [www.linkedin.com/in/samplestudent](http://www.linkedin.com/in/samplestudent). Thank you very much for your consideration.

Sincerely,  
*Sample Student*  
Sample Student

## HEADING

- Use the same heading as your resume
- Address the letter to a contact if possible

## INTRODUCE YOURSELF

- Explain why you are interested in the organization and position.
- State where you found the position.
- If someone referred you to the job, this is the best place to mention that person's name.
- Be sure to entice the reader and make them want to know you better through your enthusiasm.

## CAN YOU DO THE JOB?

- Draw attention to your résumé and highlight specific skills, achievements, and qualifications related to the position.
- Describe how your background will prepare you to do this job well.
- Avoid making this section into a list by breaking things up using short examples to expand upon and illustrate

## HOW DO YOU FIT?

- Demonstrate your knowledge of the employer and industry to show the employer that you are informed about the type of work and experience required.
- Restate why you should be considered for the position by identifying ways you fit with their mission, goals, and/or culture.

## CLOSING PARAGRAPH

- Request an in-person meeting or inform the employer of a specific timeframe when you will contact them.
- Restate your phone number and email address if not included in heading.
- Thank the employer for their time.

**HOW CAN YOU STAND OUT?** Impress employers with your ability to connect your experience with their organization and the position.

**Reflect on Your Strengths.** Articulate your unique talents while showing off your past experience: How did you perform tasks? Who was impacted? What were outcomes?

**Tailor to the Position.** Link your experience specifically to the job's description and qualifications: What do you feel confident doing? Has your experience prepared you? How do you connect?

**Add Employer Research.** Do your homework and discover the employer's mission, values, and community they are in or serve.

Have you reviewed the website? Did you check news and social media? Have you used online tools such as LinkedIn.com, Glassdoor.com, and Handshake?

**SHOULD I SEND A THANK YOU?** A thank you note should be sent after you interview, meet a networking contact, or have other professional interactions.

**Basics.** Notes should be sent within 24 hours after the interaction because you will still be on the contact's mind. Depending on the situation and the contact, you can choose between a handwritten note or an email. In many cases, a simple thank you letter addressing your genuine interest and gratitude can make the difference between being hired or being overlooked.

Date: Today's Date  
From: Sample Student  
Subject: Editorial Assistant Position  
To: sample.employer@tigerpublishing.com

Dear \_\_\_\_\_,

Thank you for the opportunity to interview yesterday for the Editorial Assistant position. I enjoyed meeting you and learning more about Tiger Publishing. Your approach to publication distribution is sophisticated and cutting-edge, which is exactly what I am looking for in an organization.

Your organization's emphasis on impeccable stories parallels my desire to utilize my editorial skills in a meaningful way. The interview with you and your staff confirmed my positive impressions of Tiger Publishing and I want to reiterate my strong interest in working for you. My prior experience at the *Maneater*, *Mizzou Weekly*, and *Columbia Missourian* will allow me to become a productive member of your team who is able to contribute quickly to the mission of the organization.

If you need any additional information, please feel free to email or call. Again, thank you for your consideration.

Sincerely,  
Sample Student

- Thank the interviewer for their time and make some mention of the interview.
- Reiterate your interest in the position and remind the interviewer of your relevant skills and experience.
- Stress the fit between you and the company.
- Indicate where you can be reached should they want to follow up.

*next steps:*

Talk with a Career Specialist for one-on-one assistance: <https://career.missouri.edu/connect>  
Check out more resources at <https://career.missouri.edu> > Resources tab