

HOW TO WRITE A COVER LETTER

The cover letter acts as a letter of introduction and serves to supplement and clarify your resume. Through it you can focus on your interest in a particular firm or type of company/employer. Be clear, concise and factual. See below, and on the reverse side, for guidelines for cover letters.

1. It is best to write an individual letter to each person to whom you send a resume. Direct your letter to a specific person if at all possible. If you are mailing to a large firm or corporation, learn the name and title of someone who will be able to direct your resume to the proper individual (i.e. the Chairs of the hiring committee, recent UTA alum, the Vice President in charge of the division or department, or a “friend-of-a-friend”). Letters mailed to “Dear Sir or Madam: or “Hiring Committee” are usually not met with the same response as “Dear Ms. Thompson.”
2. Follow accepted business letter protocol with regard to style and format (see example on reverse side of this page). When possible, use the same quality paper on which your resume is printed (you can usually purchase extra paper from the business where your resume was developed). The letter should not exceed one page.
3. Use the letter to demonstrate your investigative and writing skills, and your professional approach toward securing a job. Be accurate, precise and error-free; hire a typist if necessary. Do not rely solely on the “spell check” feature of a word processor to spot typographical errors-have one or two people carefully proof-read your letter before you mail it.

Other Letters You May Need to Write

THANK YOU letters are essential to a professional, well-organized job search. Write thank you letters after any information or employment interview. Use this letter to re-emphasize your interest in the position, and highlight an achievement or observation you neglected in the interview.

Use **INQUIRY** letters, to ask about the status of your application, summarize the history of your application and request a brief report on the status of your candidacy. Close the letter with an expression of appreciation for the company’s consideration.

Send a letter of **ACKNOWLEDGEMENT** after you have received a job offer; express your appreciation for the offer and indicate when you plan to notify the company of your acceptance or rejection. It is appropriate to send an acknowledgement letter even though you may have conveyed the same information in a telephone conversation.

Write a letter of **ACCEPTANCE** to formally state your acceptance of a job offer, your pleasure in working for the company, and any details concerning arrival date, travel/relocation arrangements or other important factors.

Send a letter of **JOB REFUSAL** to formally reject a job offer even if you have already done so in a telephone or personal conversation. Express your appreciation for the offer and give a brief indication of your reason for declining the position.

Consider a **LETTER IN LIEU OF RESUME** as an effective way to tailor your presentation for a specific position. Carefully craft this letter to highlight your unique qualifications for the position. This approach can help you stand out from other applicants.