



*LeBow Office of Undergraduate Career Services
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Cover Letter Writing

WRITING TIPS

- **Do not** exceed one page
- Set-up your heading like your resume heading
- Address your letter to an actual person if at all possible
 - If you are unable to obtain this information you can use “Dear Hiring Manager:” or “Dear Search (or Selection) Committee:”
- **Do** write 3-4 paragraphs
- Be relevant and focused on the job-highlight key skills referenced in the job description
- Avoid stating the obvious
- **Do not** make the reader work too hard to see that you are right for the position
- Make direct matches between their needs and your skills
- Make sure your cover letter is free of typos and spelling and grammar errors
- Keep in mind that this is a business letter-keep the tone professional
- **Do** write and edit your letter with great care
- **Do** get to the point
- **Do** ask a professional to review your cover letter
- **Do not** end your letter passively
- **Do not** send generic cover letters to numerous companies

CONTENT

- List your contact information
- Express interest and enthusiasm
- Reference your relevant academics and work experience
- State your major and/or concentration(s)
- List your relevant skills and qualifications
- Document information pertaining to their company
- Thank reader for their consideration

John Ryan

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215.555.1212

Today's Date

Name of Interviewer

Title

Name of Company

Company Address

(Additional Company Address)

City, State Zip Code

Re: The Job Title or Reference Number of the job you are applying for

Dear Mr./Ms. Last Name:

The first paragraph should reference the position you are applying to, where you identified this opportunity and a quick synopsis of why you are a great fit for this position. This paragraph is an introduction that will entice the employer representative to continue to review your qualifications and resume.

The mid section of your cover letter should be one to two paragraphs that tell the employer exactly how you match or exceed their needs. You do this by listing your skills that relate to the job description. Do not repeat your resume. You can use the same information phrased differently, combine several points into one, and summarize to explain your qualifications and how you are a solution to their problem and an asset to their company. You may want to use the "full" paragraph setting to make the sides of the paragraphs even (like here).

As far as organizing the mid section, there are a few options. You can talk about your qualifications in one paragraph (two if they have a laundry list of needs) or you can talk about your qualifications in one paragraph and in a second paragraph, talk about why you want to work for the company (but not stating things about their benefits, location, and other external factors). You may also want to use a bulleted list of accomplishments, summaries or qualifications that directly match the employer's needs. The mid section should not look as long as the two paragraphs on this page. It is imperative to explain why you are interested in working for this employer in this position. Utilize this paragraph to demonstrate that you have preformed your employer research and understand the company as well as the needs in the industry.

In the closing paragraph, request an interview. Tell the employer how you will follow-up or what action you will take to set up an appointment. Although it does not hurt to be this direct (as long as you follow-through with it), many people do not feel comfortable being this bold. In this case, state again that you are an excellent match for their needs and say you look forward to meeting them in an interview to further discuss the position. Thank the employer for their time and consideration.

Sincerely,

John Ryan

John Ryan

Examples of First Paragraph

As a junior economics major at Drexel University, I am writing to inquire about your investment banking internship at Goldman Sachs, for this upcoming summer term. I was informed about your internship through an advisor in the LeBow College of Business Office of Undergraduate Career Services. I am interested in investment banking as a career and believe that my experience in the finance sector, background in economics, and strong analytical skills make me an excellent candidate for this position.

Example of Second Paragraph

I feel I can bring a wide range of experiences necessary to excel at Goldman Sachs. First and foremost, my coursework in finance, accounting, risk management, and economics has provided me with a solid foundation of business theory. I have also completed two co-operative education experiences in finance related companies where I have been able to put business theory into practice. My first position at Delaware Investments offered me the training I needed to understand financial processes and decipher terminology. In my second position at KGS, a derivatives consulting firm, I was able to acquire extensive knowledge on derivatives and other hedging items as well as contribute positively to my respective teams. I have also sought out additional experiences through my participation in the Drexel Investment Board and the Drexel Economics Society. I believe that my academic background, co-operative education experience, and strong desire to enter the investment banking industry make me an excellent candidate for this internship.

Example of Third Paragraph

After performing extensive research on Goldman Sachs and your internship program, I believe that your organization is the best fit for me to utilize my current skills as well as further develop my analytical abilities. I also feel that the ability to participate in product coverage groups, work with seasoned professionals on advisory projects, and utilize online financial research tools makes this an ideal position. Lastly, I understand that innovation is a core value of your organization. I am an individual that thrives in situations that require constant flexibility and change and would welcome that environment.

Examples of Closing Paragraph

Thank you for your consideration of my application. I am looking forward to speaking with you further about the parameters of the internship program. Please accept my enclosed resume as my application for this program.

I consider this an excellent opportunity and look forward to learning more about the internship program. Please contact me if you require any additional information.