

## What is a cover letter?

A cover letter is a formal way to announce that you are applying to a position. It should be targeted to employers and specific jobs. It should promote your abilities and make the employer want to look at your resume. You can highlight things in your cover letter that are on your resume, but do not go over the entire resume in the cover letter. Cover letters should be error-free and be organized and visually pleasing. They should be clear and concise and adequately articulate your skills.

## What should I include in a cover letter?

- **Contact information** – Your address, phone number, and e-mail
- **Date**
- **Employer's contact information**
- **Salutation** – Try to address it to a specific person
- **Introductory Paragraph** – State what position you are applying for. Indicate how you learned of the position
- **Body of letter** – One or more paragraphs connecting your skills to employer needs. Highlight your skills and how they will fill the position in the company
- **Conclusion** – Be polite and enthusiastic. Express the fact that you are qualified for the position. Explain how you can be contacted and invite the reader to contact you. Reiterate your interest and express your desire to meet for an interview.
- **Closing** – Do not forget your signature!

## Tips to remember

- Use the vocabulary of your field or industry
- Use concise phrases
- Use numbers to quantify achievements
- Margins should be ½ inch to 1 inch
- Keep it to one page
- Laser print on quality paper
- Proofread, proofread, proofread!

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Venture Path Hiring Team  
ATTN: Carrie Temple  
Venture Path  
1703 Market Street, 20<sup>th</sup> Floor  
San Francisco, CA 94103

Dear Ms. Temple,

I recently learned that Venture Path is seeking a highly motivated and dynamic person who has experience in management and leadership. I found your position listed on Beaver JobNet via the Oregon State University Career Services website. I am inquiring about this opportunity at Venture Path because based on what I learned from your website, I admire your innovative, yet family-oriented work environment and feel as though Venture Path would be a good fit for my motivational and coaching skills.

Throughout my educational career, I have always been involved in mentoring and coaching programs for all ages. Both in professional and private settings, I have a strong sense of commitment in assisting individuals grow. Helping others make changes in their lives is something I take pride in, while continuously learning and improving the quality of my own life. I have had the pleasure of helping friends and peers turn their lives around. Venture path mirrors my passion for helping others succeed on their own terms.

My diverse college career and work experience have allowed me to lead individuals and teams to outstanding personal and professional goals. As a college student, I was able to schedule and direct teams to accomplish challenging tasks with my experience as an engineering major as well as my position at the University Administration Business Center (UABC), including the orchestration of over \$100,000 worth of supplies a day and the increase of team performance by 71%. My experience both in the analytical engineering world as well as the driven business world has provided me with a rare combination of problem solving skills and motivational experiences that are suited to the challenges of success coaching. My distinctive background makes me well-equipped with the abilities to perform and excel in this field and prove most valuable to Venture Path.

I am confident that my distinctive background accompanied with my education and professional experience make me well-suited for this position. I look forward to meeting with you to discuss my qualifications for the management position with Venture Path. Thank you for your time and consideration.

Sincerely,

Lee Deere