

Cover Letter Guide

Lougheed

Center for Applied Learning

EXPLORE EXPERIENCE REFLECT BECOME

The cover letter introduces you to potential employers and demonstrates how your strengths and background match the experience required in the job/internship posting.

Be sure to demonstrate your enthusiasm for the position you are applying for. You will need to tailor the cover letter for each position!

- This is your opportunity to let the employer know why you are applying to the position
- Your cover letter should be focused on the needs of the employer, not your own, and should always accompany a resume.

This is your chance to **MARKET YOURSELF!**



Use Same header as your resume

Paragraph

1

- Addresses the question, "Why them?"
- Why you are applying and how you found the position and why (do some preliminary research on the company)
- Highlight why you are interested in the position

Paragraph

2

- Answers question, "Why you?"
- Expand on qualifications using examples from your resume
- Use the job description to incorporate and highlight the experiences/skills
- Incorporate industry language and action verbs

Paragraph

3

- Restate your fit for the role and consideration
- State enthusiasm to have an interview
- Thank them for their time

Best Practices

- Avoid overusing "I"
- Tailor to employers needs
- Use keywords from job description
- Spelling/grammar error free
- Avoid the word 'passion'
- 1-3 paragraphs
- 1 page in length
- Address the letter to a specific person. If you're unsure who, contact the company directly

Follow up in a week if no response, confirm receipt of resume and application, share continued interest in the position.

Charles Wantajob

44 Pierrepoint, Potsdam, NY, 13676
studentemail@potsdam.edu
(315)555-1234

Electric Lady Sound Studios
1633 Broadway, New York, NY
February 10, 2019.

Re: Internship Position

Dear Hiring Committee,

As a Music Business major at the Crane School of Music, I am extremely interested in an internship position at Electric Lady Sound Studios. I gravitate to the climate of Electric Lady because of its visible warmth in the creative process of music development and its legendary history. I am a huge fan of the era that birthed the studio and the inspiring musicians that recorded in it, including the founder Jimi Hendrix himself. I discovered the position through resources from the Crane Institute for Music Business and my personal familiarity with the famous reputation of the studio itself. I bring a variety of skills that I believe will be beneficial to the recording studio, as I can exchange my knowledge of both the creative and business perspectives of the music industry.

As a creator myself, having written songs since childhood, I understand and embody the artistic perspective. My goals include honing my production skills in the area of bringing art to life, and Electric Lady Studios seems to offer invaluable knowledge to help me accomplish that. My educational experience has amplified my skillsets where I had the opportunity to engineer and produce a recording portfolio through the school's high-tech recording studio. I have also Co-Produced my own band's first three EPs, developing my technical skills through my love of my own music. As my resumé details, my skills include proficiency in Pro Tools, FL Studio, and other DAWs, as well as various media and administrative qualities. Applying my education in a practical setting as remarkable as Electric Lady would be an opportunity to become a more comprehensive artist. If given the opportunity, I will dedicate my skills to assist the studio in any way I can.

I am a musician and artist who enjoys all forms of inspiration and creative outlets. I love the inner components of music production and process of bringing art to life. Trained in the business climate, I believe I offer a unique perspective of multiple dimensions of the industry. It would be a great opportunity to intern at Electric Lady Sound Studios, which I believe is a home for artists and fulfills Hendrix's dream of a universal language of music. I appreciate your consideration of my candidacy and artistic expression. Thank you.

Sincerely,

Charles Wantajob

Potsdam Student

(123) 456-7890 | StudentP@potsdam.edu

Career Services
Lougheed Center for Applied Learning
SUNY Potsdam
44 Pierrepoint Street
Potsdam NY, 13676

Re: Graduate Assistantship

Dear Hiring Committee,

It is with great pleasure that I am applying for the Graduate Assistantship opportunity that Career Services is offering at SUNY Potsdam. When the job alert email was sent out to graduate students here on campus, I was eager to apply. The Lougheed Center for Applied Learning has an impressive reputation on campus, and I believe my skillset would be a contributing asset to your programming. I would welcome the fortuity to participate in an all-encompassing learning environment that benefits our students to such a high degree.

To assist students in a holistic way, I believe my experience as an English and communication graduate student can be applied to support students' writing development. My graduate research exposed me to an array of ethnographic literature that I am critically analyzing for my thesis. I have been immersed with conducting research and applying methods that capture community development and culture shifts. My extensive writing experience can ensure quality and detailed résumés and cover letter critiques.

In assisting with cover letters and résumés, I can employ organizational techniques that I acquired as a patient registration clerk at St. Lawrence Health Systems. There was a myriad of information that I was responsible for both curating and safeguarding daily. This can be viewed as a boon for both the protection of student information and for the curation of résumé writing techniques and best practices.

I truly believe that working together with students on documents that reflect them and their accomplishments, it will positively breed their creativity and foster their overall career development. In closing, my holistic way of thinking and approaching problems will support the offices' mission of positive career outlooks. As a dedicated member of your team, I will ensure to apply my skills in an altruistic manner. Thank you for your time in reviewing my application. I look forward to the opportunity for an interview with you, to discuss my candidacy.

Sincerely,

Potsdam Student