

## GUIDE TO WRITING COVER LETTERS

37B Duke Street  
Newark, Delaware 19711

April 2, 2005

Ms. Kathy Zistl  
IBM Corporation  
590 Madison Ave. 12<sup>th</sup> floor  
New York, NY 10022

Dear Ms. Zistl:

I was given your name from Mitsuko Clemmons, graduate assistant at the Career Services Center at the University of Delaware. I am interested in obtaining a full time position with IBM Corporation in the field of Management Consulting and/or Marketing. Unfortunately, I did not have the opportunity to interview on campus as a result of my recently having returned to the US after spending winter session studying International Marketing and International Law in The Czech Republic.

Currently a senior at the University of Delaware, I plan to obtain a Bachelor of Science degree with a double major in Management and Marketing and a minor in International Business in May 2006. Through my educational background and past work experiences, I have developed strong oral communication, analytical, and research skills. I have proven the ability to communicate effectively both interpersonally and within groups. In addition, I have the flexibility and willingness to relocate to any location where a challenging job may await me.

My enclosed resume will provide more details about my skills and accomplishments. I am very eager to discuss potential employment with IBM and would welcome an interview at your earliest convenience. I may be reached at my current address, by phone at: (302) 266-6879, or by way of e-mail at: [kawalek@udel.edu](mailto:kawalek@udel.edu). I look forward to hearing from you.

Sincerely,

Jeffrey M. Kawalek  
Enclosure: Resume

## Cover Letter Using Bullets

37B Duke Street  
Newark, Delaware 19711

September 23, 2005

Min Poe  
The Walt Disney Cruise Line  
210 Celebration Place, Suite 400  
Celebration, Florida 34747-4600

Dear Min Poe:

I am currently interested in obtaining an entry-level marketing/management position with the Walt Disney Cruise Line. Currently I am in the first semester of my senior year at the University of Delaware and plan to obtain a Bachelor of Science degree with a double major in Marketing and Management and a minor in International Business in May 2006. My interest in the Walt Disney Cruise Line is based on a desire to continue my employment with the Walt Disney Company.

As a participant in the Walt Disney World College Program, I served as a Merchandising Host during the summers of 2004 and 2005. Specifically, this job has given me an in-depth knowledge of The Walt Disney World Company, its operations, and its corporate culture. Other qualifications, which I possess, include the following:

- A team-builder who communicates effectively interpersonally and within groups.
- A highly motivated individual with strong analytical and research skills.
- Visionary, creative, and able to see opportunities for process improvement.
- Completed various courses in marketing, management, sales, and international business.
- Proficient with Walt Disney World Company Policies and Guidelines.

My enclosed resume will provide further details about my skills and accomplishments. I am confident that my academic background, qualifications, as well as my past experiences with your company will prove to be mutually beneficial for a marketing/management position with The Walt Disney Cruise Line. I may be reached at my current address, by phone at: (302) 266-6879, or by way of e-mail at: kawalek@udel.edu. I look forward to hearing from you.

Sincerely,

Jeffrey M. Kawalek  
Enclosures: Resume, References

## **The cover letter has three parts:**

1. The first paragraph tells why you are writing: identifies the employer and position by name, and conveys how/where you found the job lead.
2. The second paragraph tells about you: what skills are related to this job.
3. The third paragraph is your close: what do you want to happen next.

### **DO:**

1. Send a cover letter with every resume you send
2. Address the letter to a specific person and title
3. Print each letter individually (no copies!)
4. Limit to one page
5. Sign your name

### **DON'T:**

1. Address to just a title of department (unless there is NO alternative)
2. Be pushing or assuming, just state your qualifications.
3. Mass produce, all letters must be specific to the organization and job.