Bank of America
CAREER SERVICES CENTER
at the University of Delaware

401 Academy Street
Monday-Friday 8 am to 5 pm
Wednesdays 8 am to 7 pm
Phone: 302-831-2392
http://www.udel.edu/CSC

Writing E-cover Letters

Tips for constructing your electronic cover letter:

- Keep your cover letter short. Brevity is critical. One or two paragraphs - under 150 words- should be sufficient. An e-cover letter is more of a "cover note."
- What should be included in the E-Cover "Note"? There should be a statement about who you are; what job you're applying or hoping for; how you heard about this job; and an indication of your knowledge of the organization.
- Take advantage of keywords. Use keywords pertinent to the job you are seeking, and focus on key industry buzzwords and critical skill sets.
- Don't waste your subject line. Don't ever leave the subject line of your email blank. Use the subject line to entice the reader into your cover letter.
- Justify your left-hand margins. Avoid indenting and other formatting devices because formatting is often altered in electronic transmission.
- Always use standard cover letter protocol. Just because it's an email doesn't mean you should abandon standard business letter writing. Make sure to include a salutation (Dear Ms. Roth) and a standard closing (such as Sincerely or Yours truly). Leave blank lines between paragraphs. Avoid using emoticons, abbreviations, wild colors, etc.
- Never hit "send" without thoroughly spell checking and proofreading your email cover note. Don't just rely on your email software's spellchecker. Take the time to really proofread it. A simple typo could undermine a brilliant cover letter. Avoid mistakes!
- Be sure to test your message before sending it to the company. Even if you're sure your letter is perfect, send it to a friend or another one of your e-mail accounts first and check for the content and style one more time.

SAMPLE E-COVER LETTERS

Subject: STRONG TECHNICAL WRITER WITH PORTFOLIO

From: David Munroe Smith

Davems@hotmail.com

988 Big Trail

Newark, Delaware 19713

Dear Ms. Allen:

Professor Ames told me that you are looking for a technical writer for Impact, Inc. and suggested that I e-mail you my resume. I have used some of Impact's publications in my classes and am very excited about the prospect of being part of a top communications company. I am well qualified for the position with a grade point average of 3.5 and successful experience in two technical writing internships where I honed my desktop publishing, editing, and proofreading skills.

After reviewing the resume that follows, I hope you will want to arrange an interview with me to discuss the position further.

Sincerely,

David M. Smith

Subject: Business experience and liberal arts background

From: Sam DeSalvo

Ssde@udel.edu

444 Madison Road

Newark, DE 19711

Dear Mr. Marquart:

I was unable to participate in the Campus Interview program in the fall when you visited the University of Delaware campus. At this time, I am ready to pursue an entry-level job as a marketing representative with Dannon Foods. My uncle, Leon DeSalvo, a sales manager with Dannon Foods has had a successful career with your company and suggested that I apply.

My resume follows this letter. I hope you will find me a good match for the marketing representative position.

Yours truly,

Sam DeSalvo

Subject: Multilingual student seeks social services internship

From: Sylvia Juegos

Sylvia@udel.edu

1 Main Street

Newark, DE 19711

Dear Ms. Kramer:

I am interested in applying for the position of social services intern you listed in Blue Hen Jobs at the University of Delaware. I have some volunteer experience with adolescents, but would like to gain further, in depth experience, by pursuing an internship with the Hispanic Community Center. My eventual goal is to become a clinical social worker specializing in treating adolescents.

Please review my resume. I would be happy to provide additional information or come to the Center for an interview. I'll call you next week to follow up.

Best regards,
Sylvia