

# Cover Letter & Correspondence

Mānoa Career Center  
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# Cover Letter & Correspondence

## Letter of Application

- Written in response to an advertised position

## Letter of Inquiry

- States your interests in the organization and requests information concerning openings of the type you desire

## Thank You Letter

- Express your appreciation, reemphasize your strongest qualifications, and reiterate your interest





## The Cover Letter

- Send one with every resume
- Use it to highlight and market your qualifications

*Generic ones defeat its usefulness*



# Letter of Application

- Direct reply to the qualifications listed in the advertisement
- Tailor the letter to show how your *qualifications & interests* match those of the advertised position.



# Freddie Mac Intern Program

## Technical Intern

- **C++ Programming in UNIX and Windows Platforms**
- **Excellent communication and analytical skills due to the large amount of interaction with team members and customers regarding code-related issues.**

*Adapted from: Engineering Co-op & Career Services Office at the University of Maryland: [www.coop.eng.umd.edu/documents/handouts.../4Cover\\_letters.pdf](http://www.coop.eng.umd.edu/documents/handouts.../4Cover_letters.pdf)*



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# Parts of a Letter of Application

- Introduction
- Body
- Closing



# INTRODUCTION



- ✘ Identifies position/organization and how you learned about it.
- ✘ Tells your interest in position.

I am writing to express my interest in a summer internship at Freddie Mac. I learned of your Technical Intern position through the Manoa Career Center. My research on your website has made me very excited about the opportunity to gain additional experience in the software and computer engineering field at Freddie Mac. After reading your advertisement I know that I would be an asset to your organization.



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# BODY

☒ **Market yourself: education, experience, and skills**

I am currently a Junior and will be graduating with a Bachelor of Science in Computer Engineering in December 2013. As my resume indicates, I have completed courses in C/C++ and JAVA programming and have worked with platforms such as UNIX and Windows. (Highlight a programming project )

☒ **Connect your qualifications to the job's requirements**

My experience from previous jobs and group projects has sharpened my communication skills and taught me valuable lessons in collaboration and initiation. In my most recent digital postal scale group project, I needed to take five opinions and establish a compromise that would satisfy the entire team. Our successful team effort gave us the honor of being one of the four groups to compete in the final design competition.



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# CLOSING



- ✘ Inform what is being enclosed with letter
- ✘ Indicate what you want to happen next
- ✘ Thank reader

I am enclosing my resume for your consideration and ask that you contact me at [naomia@hawaii.edu](mailto:naomia@hawaii.edu) or (808) 957-7007 to arrange a meeting to discuss my qualifications. Thank you very much.

Sincerely,

Naomi Arincorayan

Enclosure



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# Is a cover letter helpful?

- Deciding factor - whether or not people read your resume
- The resume will determine if you will be asked for an interview
- Writing both documents demand care and attention.



# Letter of inquiry

## Body

- Outline your strongest qualification/ skill set
- Describe how your skills match the work environment at the organization/company

## Closing

- Politely ask for the information you are seeking. (internship or employment opportunity)



# Thank-you Letter

Dear Mr. Kim:

I want to thank you for interviewing me yesterday for the PHNSY full-time position.

I was most impressed with your organization, especially in the area of ....

I am confident that my education and internship experience fit nicely with the job requirements.

I want to reiterate my strong interest in position and in working with you and your staff. You provide the kind of opportunity I seek. Please call me at (808) 956-7007 or [naomia@hawaii.edu](mailto:naomia@hawaii.edu) if I can provide you with any additional information.

Again, thank you for your time and consideration.

Express your sincere appreciation

Explain why you are a good match.

Reiterate your interest in position.

Restate your appreciation



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<b>DO!</b>	<b>DON'T</b>
<b>Sell yourself</b>	<b>Begin with “My name is...”</b>
<b>Explain how you can contribute and meet the intern requirements.</b>	<b>Tell the employer what they can do for you and how they meet <u>your needs</u>.</b>
<b>Spell correctly and use proper grammar</b>	<b>Rely solely on spell-check</b>
<b>Give concrete, measurable examples</b>	<b>Just re-list everything on your resume</b>
<b>Standard business format &amp; addressed to a specific person or position</b>	<b>Begin with “To whom it may concern” or “Dear Sir/madam”</b>
<b>Use MCC document review service- careers@hawaii.edu</b>	<b>Be sloppy, careless, or too casual</b>



# Mānoa Career Center offers:

- ☒ Resume and cover letter reviews
- ☒ Interview preparation
- ☒ Mock interviews
- ☒ Job search strategies
- ☒ Listings of f/t vacancies
- ☒ Grad school planning



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