



COVER LETTERS/THANK YOU LETTERS

Career Development Center

California State University, Los Angeles

www.calstatela.edu/careercenter

(323) 343-3237

THE COVER LETTER (or email)

- Introduces your resume to the employer.
- Is an opportunity for you to sell yourself and show why you would be great for the job.
- Shows the employer your writing skills.
- Can include other information about yourself that is not appropriate for a resume.

PREPARATION FOR WRITING –Remember that there is not a “one size fits all” cover letter. **Each cover letter should be tailored to the job opening for which you are applying.** Also, sometimes an employer will ask you to discuss certain topics in your letter. Don’t fail to address their particular concerns. Here are some tips that can help you prepare:

- 1. Job and employer analysis:** Gather all the information you can about the prospective employer and the particular job you are applying for within that organization. Your best sources are the job description itself and the organization’s website.
- 2. Self-analysis:** Know yourself well enough that you can clearly articulate your skills through your writing.
- 3. Review:** Consider your self-analysis/resume as it relates to the qualifications of each job you target. Thus, you can customize your letter to the position.

FORMAT – A neat cover letter with proper layout and spacing will create a positive impression and make the employer want to read the letter. Important elements:

- 1. Introductory paragraph:** Its purpose is to state your interest in the particular position for which you are applying (make sure you name the position). Also, inform the reader of how you found out about the opening. This is especially important if you have been referred to the position by a current employee. The opening paragraph should be relatively short and to-the-point.
- 2. “Value-selling” paragraph(s):** With the job requirements in mind, cite your skills, achievements and contributions from prior experiences which complement, not repeat, information on your resume. Sell yourself, and don’t be afraid to show enthusiasm for the field you want to work in.
- 3. Action statement:** Politely urge the employer to consider your application, noting how you can make a positive contribution to the organization. Indicate that you will contact them within a certain time period.
- 4. Statement of appreciation:** Express your appreciation for the time the employer is taking to consider your application.

THE THANK-YOU LETTER (or email)

- Is an essential follow-up item to an interview which does the following:
 - a) Thanks the interviewer(s).
 - b) Further markets your skills.
 - c) Reaffirms your interest in the position.

FORMAT – A neat thank-you letter with proper layout and spacing creates a professional, positive impression that can give new life to your candidacy.

The letter should clearly show that you paid attention, understood the importance of the interviewer’s comments, are excited about the job and that you can make valuable contributions to the organization. If you decide on an email thank you, you must avoid “email speak” while clearly and concisely communicating the following important elements:

- 1.** Statement of appreciation for the interview. Include a detail about yourself from the interview so they remember who you are. (They may have interviewed many people that day!)
- 2.** Expression of interest in the job.
- 3.** Reaffirmation of your qualifications for the position.
- 4.** A final gracious “thank you.”

Things to keep in mind:

- 1. Type the letter.**
- 2. Address the letter to the main interviewer.** If possible and when appropriate, mention the names of other interviewers, although separate letters for each interviewer are suggested.
- 3. Mail it within 24 hours of the interview.** You may choose to send a **thank you email** instead. If so, make sure you use the same language you would use in the physical letter. Since employers receive many emails, write something specific on the subject line such as: “Thank you from Susan Ellis for yesterday’s interview,” so they will be likely to open the email.

COVER LETTER SAMPLE

Mark Kershaw
2251 Marino Terrace
Alhambra, CA 91803
mkershaw22@sbcglobal.net

October 30, 2017

Katherine Yu
Director of Human Resources
The ABC Company
444 Carmine Street
Riverside, CA 90000

Dear Ms Yu:

I heard about the Human Resource Assistant opening with The ABC Company through your recent appearance at the Cal State L.A. Fall Career Fair. I had an informative conversation with your representative Andre Napoli, who suggested that I apply.

I will graduate this June from Cal State L.A. with a Business Administration degree, option in HR Management. I am currently completing an internship with the Ludwig After-School Cooperative, at which I assist my supervisor with hiring, payroll and staff training. Based on your description of the ideal candidate, I also offer:

- Technical proficiency in database programs, with particular expertise in Excel and QuickBooks
- A track record of excellent performance as a part-time employee concurrent with full-time college enrollment
- Experience interacting with individuals from diverse cultural and socioeconomic backgrounds

I would welcome the chance to contribute to the goals and vision of The ABC Company and would like the opportunity to meet with you in person. I will contact you in two weeks to see if you received my application materials.

Thank you for your consideration.

Sincerely,

Mark Kershaw

THANK YOU/FOLLOW UP SAMPLE

Diana Avalos
212 Sierra Vista Avenue
Sierra Madre, California 91745

March 1, 2017

Fred Rogers
Accounting Coordinator
California State Lands Commission
777 Thistle St.
Sacramento, CA 94444

Dear Mr. Rogers:

Thank you for the interview yesterday. I wish to reaffirm my strong interest in the Accountant Coordinator position with the commission.

As we discussed, I feel that my education and background have provided me with an understanding of business operations which will prove to be an asset to CSLC. I have always been considered a hard worker and a dependable, loyal employee and I am confident that I can make a valuable contribution to the CSLC, which is an organization that does such important work for our state.

Thank you again for so graciously sharing your time and offering career advice. I also enjoyed discussing our shared interest in California coastal wetlands. I look forward to hearing from you soon.

Sincerely,

Diana Avalos