



COVER LETTERS & THANK-YOU LETTERS

Career Center

California State University, Los Angeles

www.calstatela.edu/careercenter

THE COVER LETTER (or email)

A cover letter:

- Introduces your résumé.
- Shows why you're a strong fit for the job.
- Highlights your writing and personality.
- Adds details that don't fit on a résumé.

BEFORE YOU WRITE

Each cover letter should be **tailored** to the job. To prepare:

1. **Research** the employer and job (use the job posting and company website).
2. **Know your strengths**—be ready to describe your skills and experiences.
3. **Connect the dots** between your background and the job requirements.

FORMAT AND CONTENT

1. **Introduction:** State the job title and how you heard about it (include referrals). Keep it brief.
2. **Body ("Value-Selling"):** Match your skills and experiences to the job. Show enthusiasm and how you can contribute.
3. **Closing:** Thank the reader, express interest, and mention your intent to follow up.

SEE COVER LETTER SAMPLES ON THE REVERSE SIDE.

THE THANK-YOU LETTER (or email)

A thank-you letter is a key follow-up after an interview. It:

- Thanks the interviewer.
- Reinforces your interest and qualifications.
- Keeps you memorable.

FORMAT AND CONTENT

1. Thank the interviewer and mention something specific from your conversation.
2. Reaffirm your enthusiasm and fit for the position.
3. Close with a final "thank you."

TIPS:

- Type and send it within **24 hours**.
- Address it to the main interviewer (write separate letters if needed).
- For emails, use a clear subject line like *"Thank you from Susan Ellis for yesterday's interview."*
- Keep a professional tone—no "text-speak."

THANK-YOU LETTER SAMPLE

Your Name
Your Address
Your Phone

Month, Day, Year

Interviewer Name
Company Address
Company Phone

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 believe that my education and background have equipped me with a solid understanding of business operations, which will undoubtedly be an asset to CSLC. I have always been recognized as a hard worker and a dependable, loyal employee, and I am confident that I can make a valuable contribution to the CSLC, an organization that undertakes 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

Traditional Cover Letter Sample

NAME
City, State
555-555-5555
name@gmail.com

May 5, 2020

Emma Anderson
Director, Human Resources
Earth First, Inc.
Business City, CA 91030

Dear Emma Anderson,

It is with great pleasure that I am applying for the Environmental Coordinator position at Earth First, Inc. Having recently graduated with a Bachelor's degree in Geology with a focus on water quality issues, I am excited to apply the knowledge I have gained to make a positive impact in our community. For many years, I have attended Earth First-sponsored events, and I would be delighted to be part of your progressive organization, as my values closely align with your mission. Because of my experience in environmental research, leadership skills, and ability to work effectively in a team, I am confident that I will be an excellent addition to your organization.

As a student at Cal State LA, I am proud to say I have acquired two years of experience as a Research Assistant to Dr. Morales. Working alongside Dr. Morales has given me the opportunity to conduct fieldwork throughout the San Gabriel Valley, where I have tested water quality levels. After collecting samples and inputting the data into our collection software, I wrote several reports that summarized the key findings. These reports were later incorporated into Dr. Morales' published articles. As your Environmental Coordinator, I will need to write reports for partners and members of the organization. I look forward to applying my writing and research skills to your current initiatives.

I also have extensive leadership experience and love working in diverse teams. As a Greenpeace Team Manager for three years, I directly oversaw 12 canvassers, raising over \$30,000 to fund various environmental issues. Because my team consisted of canvassers from diverse backgrounds, I developed excellent intercultural communication skills and consistently created a welcoming and rewarding atmosphere for team members. Because Earth First has a strong commitment to diversity and teamwork, I am confident that I will be a perfect fit.

Attached is my résumé, which highlights not only my research, leadership, and teamwork skills but also includes several other skillsets that will be a great asset to Earth First. Thank you for your consideration. Please do not hesitate to contact me if you have any further questions.

Sincerely,

Sofia Lopez

Modern Cover Letter Sample

NAME
City, State
555-555-5555
name@gmail.com

Feb 17, 2023

ABC Company
Business City, CA 91030

Dear Hiring Manager,

Through my experiences as a parent educator and teaching assistant, I have learned that the most effective way to improve children's well-being starts at home. ABC Company's emphasis on early intervention and increasing accessibility of childcare resources greatly aligns with my own values as an educator and parent. I believe that, with my passion and experience, I would be a strong candidate for the Program Specialist opening at ABC Company.

Here are some ways I can help.

Knowledge of childcare resources and general childcare information.

As a parent educator, I created a resource list of local childcare companies and promoted articles on healthy parenting in a weekly newsletter. My knowledge and expertise enable me to confidently share information with parents in a clear and accessible way.

Demonstrated ability to work effectively with parents and childcare providers.

In my most recent role, I was often the "mediator" in introducing parents to childcare providers in their area. Throughout my experiences, I have been commended by my supervisors for my ability to build relationships and provide effective recommendations.

Enthusiastic team player who takes initiative.

I collaborated with my co-facilitator at the Early Education Center to create fun icebreakers for our parent groups. After receiving parent feedback, I took the initiative to establish a new support group for single fathers.

I look forward to discussing with you further how my passion and experience working within the community make me a perfect candidate for this role. Thank you for your time and consideration.

Sincerely,

Sofia Lopez