

Delta Gamma Well Aware

Encompasses eight dimensions: Social, Spiritual, Physical, Emotional, Vocational, Intellectual, Financial and Leadership Development



Cover Letters – Make Yours Stand Out From the Rest!

ALWAYS

- Always include a cover letter when submitting a resume, even if the job posting does not request it.
- Always address your cover letter to a specific person; if the job posting does not include a person's name, do some research to find out who the hiring manager is.
- Always begin your cover letter with one of your most impressive and pertinent career achievements.
- Always indicate the position for which you are applying in the first paragraph of your cover letter. Hiring managers do not have the time to search through a letter for information.
- Always customize your cover letter for each job application you submit. Beyond making sure the company name, job title and contact information is correct, you should reference the job description and make sure your cover letter addresses the skills they are looking for. Gear your cover letter to the desired qualifications listed in the job posting
- Always acknowledge a request for salary requirements if they are mentioned in a job posting, but be sure to give a broad range and indicate that you are flexible.
- Always research a company before writing a cover letter; the more you know about the employer's needs, the more compelling your letter can be. Include recent industry quotes about the company to show that you've done your homework and are knowledgeable of the company's current events.

NEVER

- Never copy the information from your resume into your cover letter. A cover letter is a forum to sell your unique qualifications and make a personal impression.
- Never allow a paragraph to be longer than seven lines; if it is longer than seven lines, break it up into shorter, more concise paragraphs
- Never overuse "I" or "my"; use your cover letter to demonstrate what you can do for the employer, not what the employer can do for you.
- Never underestimate the power of a referral; if you have been referred to the hiring company by a specific person or source, mention that immediately in your cover letter.
- Never make a spelling or grammatical error...ever!
- Never send a cold cover letter without tailoring it to the company's operations and goals.

Cover Letter Example

February 28, 2006

John Doe
USA Accounting Company
555 First St
Anywhere, CA 98765

Dear Mr. Doe:

The World Review Newspaper is currently running your ad for a Junior Accountant to service a small accounting department within USA Accounting Company. You will find my background and experience directly applicable to your accounting needs and I have enclosed my resume for your review.

Over the years, I have developed and completed three (3) internships in accounting departments in Northern and Southern California. In the last internship, I developed an efficient accounting information system for a small manufacturer. In order to develop this system, I performed a cost analysis and constructed a budget using an IBM Mainframe and Macintosh Personal Computer. In my first internship, I performed all aspects of a major audit under extremely short deadlines. Basic accounting principles come easily to me and I am extremely accurate in all my transactions.

Please contact me at the address and phone number below. I am geographically mobile and am willing to begin employment immediately.

Thank you for your consideration and I look forward to hearing from you.

Sincerely,

Jane Doe
1234 Anchor St
Anytown, CA 12345
(123) 456-7890

Wellness Resources

Career Builder, www.careerbuilder.com

Monster, www.monster.com

MSN Careers, www.careers.msn.com

Please reference for additional information. If you click on either of these links for more information, you will enter a non-Delta Gamma supported Web site. The material on the third party site is not endorsed by Delta Gamma nor does Delta Gamma verify the accuracy of the material. Please observe that you are entering another site that is solely provided as a vehicle to find additional information on a topic. Delta Gamma does not endorse any commercial products that may be advertised or sold on these sites.

For presentation ideas and additional information on wellness topics visit http://www.deltagamma.org/personal_growth.shtml. If you have any questions, suggestions, or comments, please e-mail wellaware@deltagamma.org. Wellness e-mails can be accessed online at http://www.deltagamma.org/wellness_emails.shtml

The information in this e-mail should not be considered complete or be used in place of a call or visit to a professional. The information is not intended as professional advice.

The views and opinions of the authors and contributors expressed in this wellness e-mail do not necessarily state or reflect those of the Delta Gamma Foundation or Fraternity, and they may not be used for advertising or endorsement purposes.

☞ Brought to you by the Delta Gamma Foundation ☜

"Delta Gamma Foundation offers all members lifetime enrichment through educational growth, personal development and opportunities for philanthropic service in the highest spirit of social responsibility."