



MERRIMACK COLLEGE

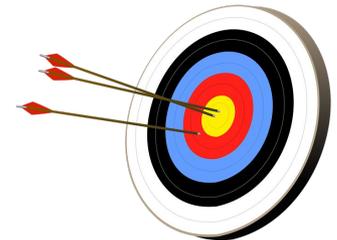
Creating a Standard Cover Letter

Merrimack College Writing Center

Goals

1. Learn the key issues in cover letter form
2. Learn the key issues in cover letter content
3. Learn tips for content and style

GOAL SETTING



Form Features

- Standard Block (No Indentations)
- Spacing between Paragraphs (1 line)
 - Exception (closing-signature=3 lines)
- Single-spaced Text



Form Elements

- Return Address
- Date
- Recipient Info/Address
- Greeting (Dear ...)
- Introduction
- Body
- Conclusion
- Closing (Sincerely, etc.)
- Signature



Address Content

Information

Street

City, ST Zipcode

Month Date, Year

Recipient Name

Title

Business

Street

City, ST Zipcode

Illustration

1313 Mockingbird Ln.

North Andover, MA 01845

October 14, 2019

Robert Koch

Director of Human Resources

Merrill Chemicals

42 Hydrogen Way

Graham, MA 01800

Introduction Paragraph Content

Information

Sentence 1 Critical Content:

- Apply or request consideration
- Position / Position Number
- Where you saw it.

Sentence 2 Critical Content:

- What are you doing?
- Where are you doing it?
 - make sure it qualifies you

Sentence 3 Critical Content

- Why should you be considered?
- Why are you a good fit?
 - Include KEYWORDS

Illustration

Please consider me for the Lab Researcher position (#976VL) which I read about on Glassdoor. I am currently a research assistant in the Chemistry department at Merrimack College, and will be graduating this May. Besides interest in X, I am also skilled at A and B, which make me an excellent fit for your company.



Body Paragraphs: Content Tips

- Keywords
- Tie keywords/experience to KSAs
 - Knowledge
 - Skills
 - Abilities
- Tell the Story
 - Go beyond the resume (history)
- Paragraph Structure
 - Claim
 - Evidence
 - Discussion



Body Paragraphs: Style Tips

- After 23 words, no one cares.
- If you go over 23 words in a sentence, make sure those before and after are less than 23.
- Adverbs truly and unquestionably add zilch.
- Use the Subject-Verb-Object sentence structure.
- Don't assume they know your jargon.
- Sell, but don't oversell.



Conclusion Paragraph Content

Information

Sentence 1 Critical Content:

- Recall your qualifications

Sentence 2 Critical Content:

- Request the Interview, with a goal (beyond job and \$)

Sentence 3 Critical Content:

- Email and Phone
 - Professional ones!

Sentence 4 Critical Content

- Offer thanks

Closing

Illustration

As you can see, my experience in the labs of Frank & Enstein have given me the collaborative skills and attention to detail you seek. I request an interview so we can discuss how I might fit into your organization. Please contact me at rtkoch73@gmail.com or 978-837-5767. Thank you, and I look forward to hearing from you.

Sincerely,



Sample

801 Hog Jowl Ave.
Dixie, AL 35630

September 12, 2007

Department of English
Parliament University
6000 Rook St.
San Diego, CA 93007

Dear Chair and Search Committee:

Please consider me for the position of Assistant/Associate Professor of English and Director of University Writing Programs at Parliament University. Currently, I am tenured and under consideration for promotion at South University, where I am Assistant Professor of English, Director of the Center for Writing Excellence, Coordinator of the Active Suspension Program, and Director of the University Success Center. I learned of your opening from the ADE website, and I was pleased to find that I meet the qualifications you seek in a Director.

BODY PARAGRAPHS (Sample Outline: My ____ Experience aligns with Their ____ Needs. Give examples, discuss how they align).

1. Classroom Experience aligns with Teaching Needs
2. Writing Center Experience aligns with Administration Needs
3. Assessment Experience aligns with Administration Needs
4. Writing Program Experience aligns with their Leadership Needs
5. Diversity Experience aligns with their Diversity Needs.

My varied experiences over the past ten years have prepared me to manage the administrative responsibilities of writing program construction and leadership. I now seek the opportunity to apply all these experiences to a unified system that supports student learning and literacy throughout their college careers. I request an interview so that we can explore the possibility of my joining your department and leading your writing programs. I may be reached by email at rtkoch@gmail.com or by phone at 256-867-5308. Thank you, and I look forward to hearing from you.

Sincerely,

Robert T. Koch Jr.



Information for Documentation & Citation

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