**SOKA CAREER SERVICES-COVER LETTER GUIDE and SAMPLES**

It is a good idea whenever you send a resume to accompany it with a cover letter. The purpose of a cover letter is to introduce yourself, personalize your resume, and to get yourself an interview. It allows you to emphasize your skills and/or abilities that relate to the job for which you are applying.

**A good cover letter demonstrates your writing skills and shows   
you have researched your field and that particular employer.**

The person to whom you address the cover letter should be carefully chosen. If possible, try to get the name of the person best qualified to evaluate your skills and most interested in hiring you – the decision maker. If your only choice is the human resource department, make sure to address the cover letter to a specific individual in that department, or address your cover letter to the hiring committee if you know that you are going to be interviewed by several people.

Every cover letter you write will be more effective if you specifically tailor it to the position that you are applying for. Use simple, direct language and keep it to one page. The tone of the letter should be positive. There should be no grammatical or spelling errors. Be sure your letter draws a connection between the needs of the current job opening and the skills you can bring to the job.

**COVER LETTERS . . .**

* Are important in this world-of-work market!
* Guide the reader toward your “take-away message.”
* Showcase your communication & writing skills.
* Illustrate your professionalism and willingness to “go the extra mile.”
* Get you more time and attention than a resume alone.
* Are NOT optional – they are expected.

**THE COVER LETTER “TAKE-AWAY”**

* There are only a few things the reader will remember about you: ***What do you want those things to be? What distinguishes you from other candidates?***
* BODY OF THE LETTER:
  + What is **most important** for your reader to notice when reading your resume?
  + What is **unique about you** (compared to other applicants)?

**COVER LETTER BASIC ELEMENTS**

* Use the same heading as your resume with your contact information.
* Date line (date you submit it to employer)
* Recipient’s name, title and contact information
* Greeting
* Introduction: Your reason for writing
* Body: Include reasons to why you are a great applicant for the position (education, skills, achievements)
  + Think as an employer and ask, **“why are you qualified for the position?”** then write it in the body
  + Describe how you will relate your previous skills and experiences to the new position
  + Be sure to look carefully at the qualifications and requirements of the position you are writing about
  + Conclusion - Your request for an interview & thanks
  + Closing & Signature line

**SAMPLE GUIDELINES FOR A COVER LETTER**

SAMPLE COVER LETTER

YOUR NAME

3834 39th Your Street 123.222.33333  
Your City, CA 92888 Y.NAME@GMAIL.COM

[Date June 13, 2018]

Company Name

Name of Individual Title

Full Address with Zip Code

Dear [e.g. Ms. Smith or Hiring Committee],

State why you are writing, name of the position or type of work for which you are applying for, and mention how you heard of the opening or organization.

Explain why you are interested in working for this employer and specify your reasons for desiring this type of work. You can mention the company’s mission or vision statement, their exceptional reputation, their products, etc…

Mention any relevant work, extracurricular, and academic experiences and accomplishments that show your specific qualifications in this field or type of work; do not reiterate your entire resume. Only list those things which are ***relevant.*** You can give a specific example of any relevant work, extracurricular, or academic experiences. For instance, if you are applying for a Customer Service position, you could give an example of a time you went “above and beyond”, in order to provide exceptional customer service. Remember, your cover letter is an opportunity to state all the things you are unable to state in your resume. It’s also an opportunity to demonstrate your writing skills and personality.

If you like, you can include another paragraph, which will further elaborate upon another relevant skill, experience, or accomplishment. Again, you can utilize an actual example, to add “weight” to your statement.

Last paragraph, you are going to close out by thanking the reader for their time. State something like, “I look forward to an in-person discussion to how I may bring benefit to your team.”

Sincerely,   
Your Electronic Signature (optional) Your Full Name (typed)

**BONITA APPLEBAUM**  
125 E. CANYON RD | CYPRESS | CA 91234   
PH: 123.456.7890 │E-M: PHOEBE.APPLEBAUM@GMAIL.COM

SAMPLE COVER LETTER

5/1/2018

Restaurant Depot

Attn: Monica Garcia (Hiring Manager)

1234 Valley View St.

Cypress, Ca. 91234

Dear Ms. Garcia,

I am submitting my cover letter and resume, in response to the Craigslist job posting for a Receptionist with Restaurant Depot (dated April 29, 2018). I am presently a student at Soka University of America, where I am working towards a Bachelor’s Degree in Liberal Arts with a concentration in Humanities. I am confident that my strong academic record, combined with my desire to learn and help others, will make me an excellent addition to your team.

Currently, I volunteer as a Group Youth Leader in my community, and I regularly organize events for community members. Through this experience, I had the opportunity to help organize a fundraising event, in which proceeds were given to the local church. I utilized my organizational skills, as well as problem-solving skills, to create a spreadsheet, in which all incoming monies were calculated and accounted for. I also utilized my interpersonal skills, in order to promote our fundraising efforts to community members. Through our efforts, we were able to exceed last year’s fundraiser by 25%.

In addition, I have excellent verbal and written communication skills, and the ability to easily adapt and handle a variety of tasks in a timely manner. I frequently receive praise from professors for my writing skills, as well as my ability to consistently turn in quality assignments and term papers. I am hopeful I can contribute my communication, as well as organizational abilities, to the Restaurant Depot team.

Thank you for taking the time to review my cover letter and resume. Please don’t hesitate to contact me should you have any questions. I look forward to an in-person conversation about how I may provide benefit to your team.

Sincerely,

Phoebe Applebaum