

THE CAREER MONTHLY

COVER LETTER EDITION

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INTRODUCTION

Welcome to the newsletter issue of *Career Monthly*, brought to you by the Kent State Trumbull's Office of Career Services.

The newsletter will provide you information, resources and tools to help guide you through your career planning journey!

Do not hesitate to reach out to the Career Services Coordinator, Tiffany Tyree, for any career related assistance. Her email is tttyree@kent.edu and the office is

located in the Student Services Building, Room #143. Find all issues of *Career Monthly* on the KSUT Career Services webpage.



POSITIVE QUOTE:

"Make your life a masterpiece; Imagine no limitations on what you can be, have or do."

~ Brian Tracy

COVER LETTER 101

- ⇒ Also known as a letter of application, a cover letter is a document in which you show your interest in a position.
- ⇒ Provides you the opportunity to share achievements and qualification that would make you the perfect candidate!
- ⇒ Always send a cover letter with your resume unless advised not to.
- ⇒ A cover letter should be customized for each job you are applying for.

DID YOU KNOW?

If you cut down a cactus in Arizona, the penalty is up to 25 years in jail. It is considered to be similar to cutting down protected tree species.

How can I say, "Will do anything for a job" in this cover letter without coming across as desperate?



COVER LETTER FORMAT

Your address
Date

Name (try to obtain name)
Title of the professional
Name of the organization
Address of the organization

Dear Dr., Mr., Mrs., or Ms. (name):

First Paragraph:

- Specify the position for which you are applying and where/how you found out about it.
- Specify your degree and where you received it.
- State basic reasons for applying.

Second Paragraph:

- Highlight your qualifications, past work experience, internships, academic accomplishments, and personality traits. Try to elaborate on at least one major achievement.
- This will likely be your largest paragraph; remember, you are "selling" your skills.

Third Paragraph:

- Refer the reader to the enclosed resume.
- Make general comments about resume highlights.
- Indicate why you wish to work for their specific organization.

Fourth Paragraph:

- Express the fact that you are qualified for the position.
- Express your desire to meet and discuss your qualifications; ask for an interview.
- Give your phone number. If necessary, specify a certain time to call.
- Indicate you will call in one week to confirm your materials have been received.

Sincerely,
Your Signature

Your name-typed

20 POWERFUL

WORDS TO USE IN A COVER LETTER

- | | |
|---------------|------------------|
| 1. SOLVED | 11. INNOVATIVE |
| 2. PROMOTED | 12. TRAINED |
| 3. OVERSAW | 13. BUILT |
| 4. IMPROVED | 14. INTRODUCED |
| 5. ADAPTED | 15. STRENGTHENED |
| 6. POSITIVITY | 16. DIRECTED |
| 7. INITIATED | 17. PERSUADED |
| 8. PLANNED | 18. ORGANIZED |
| 9. MANAGED | 19. PROJECTED |
| 10. LEAD | 20. ASSESSED |

-REMEMBER-

Don't over use it and be yourself!



Applying to jobs is hard.

DATE FROM THE LAST JOB APPLICATION
FORGETS TO CHANGE THE COMPANY NAME AND

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OFFICE OF CAREER SERVICES

The office can assist you with the following:

- ⇒ Major and Career Exploration
- ⇒ Graduate Studies
- ⇒ Resume and Cover Letter Development
- ⇒ Interview Preparation
- ⇒ Career Search Assistance and Guidance
- ⇒ Job and Internship Opportunities

CAREER & COVER LETTER RESOURCES:

KSUT Office of Career Services
<https://www.kent.edu/trumbull/career-services>

Examples of cover letters on Career Services webpage
<https://www.kent.edu/career/resumes-letters>

KSUT Career Cabinet
- Includes a cover letter template
<https://tinyurl.com/KSTCareerCabinet>

DID YOU KNOW?

- ♣ According to CareerBuilder...
 - 40% of recruiters want to see a cover letter.
 - 45% of job applications are rejected because there is no cover letter.

COVER LETTER GUIDELINES

- ⇒ Address the cover letter. If there is no contact information, attempt to identify the organization, if possible.
- ⇒ Use "Dear Hiring Manager" if not able to find information.
- ⇒ If the employer asks you to include salary requirements in the letter, always state your requirements in a range and that you are open to negotiation.
- ⇒ Your letter must be well written, free of errors, and grammatically correct. Do not over use the word "I".
- ⇒ Cover letter should be one page.
- ⇒ Read letter out loud and have someone review it.
- ⇒ A cover letter is NOT needed if handing resume directly to an employer.

REMEMBER:

"Just breathe in, breathe out, and remember that moving forward means taking it one step at a time."