Writing Your Cover Letter

A cover letter is a letter that you send to accompany your resume when you apply for a job, whether advertised or sending an unsolicited application. It is created separately and individually for each position and must be flawless. Since this is your opportunity to differentiate yourself from other applicants, a Career Planning Center counselor is available to assist you in creating a cover letter. For an appointment call (203) 254-4081 or email CPC@fairfield.edu.

What is the Purpose of a Cover Letter?

- **To convey your motivation**... It reflects your personality, enthusiasm, and interest in the position. A strong cover letter really demonstrates your knowledge and interest in the company. Make sure you tell them why you want to work for them!
- **To illustrate how you are the right fit for the company**... It guides the reader by summarizing the skills and experiences relevant to a particular job. You want to use the cover letter to show the employer how you can help them meet their goals. Obtaining a job description and the company mission statement(s) can help relate your background to the employer’s needs.
- **To demonstrate research and writing skills**... It allows you to communicate your knowledge of the employer, industry, and career field. Similarly, employers want to know that you are a strong writer - this is one way to do that!
- **To get you to the next phase**... Your cover letter and resume usually provide all the information a prospective employer will use to decide whether or not you will reach the next phase in the application process - the interview.
Dear Mr. Doe,

Please accept this letter and resume in application for the Product Support Engineer position available at Ashcroft, Inc. My love of solving complex problems led me to study Mechanical Engineering at Fairfield University and immediately drew me to this position. I look forward to the opportunity to work for a company like Ashcroft that creates innovative products focused on ensuring both personal safety and preventing environmental damage.

In the job description, you mention you are looking for someone who has experience with process improvement. During my internship with Firm X, I was part of a team that developed a new procedure for sharing data and models that increased my department’s on-time delivery of projects by 35%. This is just one example of experiences that will enable me to help improve processes and drive results for your Development Engineering Department, if I am selected for the position.

I am delighted at the prospect of applying my skills and experience to the challenging projects at Ashcroft. I would welcome the opportunity to discuss my qualifications in person. Thank you for taking the time to review my application and I look forward to hearing from you.

Sincerely,

Bob Barker