


Internship cover letter samples pdf

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A cover letter is at least as important as a resume in helping you land an interview for the job you want. Even when a job listing does not specify that a cover letter is required, you should always submit one with a resume and application. A cover letter helps sell your credentials by connecting the experiences from your resume to the needs of the employer and the job. A simple, but effective tip to get your letter off to a good start is to address it directly to a hiring manager or committee. Too often, job applications address letters "To whom it may concern," or "Dear hiring manager." These generic lead-ins do little to create a personal connection with the reader and do not stand out. Most of the time, you can call a company and ask who the hiring manager is for a given job. You can also look at the job listing or company website to see who is in charge of a department. A greeting such as "Dear Mr. Smith" is a much more direct and personal approach and shows genuine interest in the company and job. The opening paragraph of your cover letter is where you give the hiring manager a reason to keep reading. This does not mean you should make an outlandish or provocative claim, or worse yet, glorify yourself as the best thing ever. Instead, offer a couple of quick, concise sentences indicating why you fit the job and how you learned about the opportunity. "My background and experience with an elite customer service company matches up well with your needs for your senior customer representative position. I heard about the opportunity through Jane Doe, one of your employees, and we both believe it's a good match." Including a networked referral is also a good technique. Job applicants mistakenly believe, at times, that the hiring manager wants to read their life story and amazing attributes in a cover letter. In fact, some cover letter templates encourage this approach of outlining all of your qualifications. However, the hiring manager is concerned with one thing -- hiring someone who will do the job he needs done. After your attention-getting opening, acknowledge three to four main qualifications noted for the job. Then, in response to each one, offer a specific example or reason why you can strongly deliver on that need. Getting the hiring manager to read your entire cover letter is a feat in itself. Closing with emphasis can help seal the deal on your interview call. Thanking the reader for his time and explaining that you look forward to meeting are common items to include. Another important tip is to not only provide a contact phone number, but also to indicate that you will call to follow up at a later date like next week. This may prompt the reader to give your letter more immediate consideration so he is either prepared to call you or is ready for your call. Provided you include enough information about your qualifications but not too much about why you want the job, you can produce a well-written cover letter to accompany your resume. Cover letters aren't always required when you apply to a job; however, it's a good idea to include one when you seek employment. A great cover letter can improve your chances of getting an interview. The first paragraph of your cover letter must contain basic information, such as your interest in the job, a statement about your qualifications, where you learned about the position and whether your resume is attached. This section shouldn't be more than two to three sentences, and it needs to capture the reader's attention right away because recruiters and hiring managers generally don't spend a lot of time deciding whether they want to continue reading your qualifications. The second paragraph of your cover letter contains specifics about your qualifications. Whether it's how much you trimmed your company's budget or the percentage by which you exceeded your sales goals, put concrete data in this section. Use numbers when you describe your accomplishments -- employers equate that with your ability to understand results. If you don't have quantitative data to describe your work achievements, describe other notable accomplishments. For example, you could write, "In the three years that I've been the HR manager with ABC Company, I've improved employee retention and reduced turnover by 12 percent each quarter. In addition, I've demonstrated an excellent return on investment in outsourcing many of the company's HR functions. For these and other reasons related to my functional expertise as an HR generalist with several years' management experience, I'm qualified to manage the HR department for an organization the size of XYZ Corporation." Your second paragraph should create a bridge between your skills and qualifications and the job requirements. Modify your cover letter according to your experience level. If you're a recent graduate, emphasize your education and academic achievements. For example, when you're applying for a job in the field for which you are specifically trained, share your enthusiasm about putting theory you learned in school to practical application in the workforce. Similarly, if you're returning to the workforce after being unemployed for a long period, showcase your skills instead of your work history. Or, emphasize your professional competencies and volunteer work instead of your chronological background. The 2011 results of a LinkedIn survey revealed that hiring managers see tremendous value in job seekers putting their volunteer experience on their resume. In fact, up to 20 percent of hiring decisions considered unpaid work on par with paid work. In the third paragraph of your cover letter, describe your professional traits and personal characteristics. If you're the type of employee your colleagues and managers can depend on, put that in your cover letter. Also, if you consider yourself a highly principled professional whose reputation and integrity are important to your success, say that in your third paragraph. You can also use your third paragraph to describe your core competencies. Core competencies are attributes that help you do your job. For example, communication, analytical and leadership skills are among the core competencies employers look for in supervisors and managers. Your fourth paragraph needs to close the sale. Here is where you restate your interest in the learning more about the position you're applying for -- it's also where you ask for an interview. If you want to take an assertive approach in your job search, put your availability for an interview or promise to follow-up with the reader within the next two to three days. The last sentence of your final paragraph typically thanks the recruiter or hiring manager for his attention and consideration of your qualifications. By Ruth Mayhew Updated May 11, 2022 Admissions directors need to have a clear sense of what it takes to generate school revenue through stimulating prospective students' interests. Fully qualified admissions directors and their assistant directors require marketing and branding acumen, understanding of academia, the school's mission, and the ability to manage admissions counselors who have day-to-day contact with students and parents. Whether you're writing a cover letter for a college admissions counselor entry-level job or you're a seasoned professional in higher education seeking a director role, an effective cover letter for an admissions representative showcases your job knowledge, commitment to education and leadership capabilities. Your introductory paragraph must contain the job title, a list of the documents you're enclosing for review and a statement about why you're suitable for the role, whether it's based on experience, education or a connection to the school. If you're an alum of the school to which you're applying, always mention that in the first paragraph so your connection doesn't get overlooked. For example, you could write, "I'm pleased to submit my resume for the Assistant Director of Admissions position, posted on The Chronicle of Higher Education job board. I earned my bachelor's degree in psychology from State University many years ago and would be delighted to return to my alma mater as its admissions director." A cover letter for an assistant director of admissions must relate work history and skills with the duties of the job, according to the University of Michigan. If you have experience in education administration, regardless of the level, summarize your employment history in the second paragraph. But if this is your first foray into a college admissions leadership role, emphasize your credentials and qualifications. For example, write, "My qualifications satisfy all the requirements listed in the job posting. In addition, I have more than five years of experience as the lead admissions counselor for Jackson Community College. My expertise includes recruiting potential students, coordinating campus visits and interacting with parents to ensure that Jackson is the ideal choice based on their academic goals, career interests and budget." An effective director of admissions is keenly aware of the challenges that higher education faces, such as tuition and student finances, enrollment goals, ensuring diversity in the student population and serving the needs of nontraditional students. During your research about the school, highlight one or two challenges the school is facing and explain how you can benefit the organization in addressing them. For instance, if you know the school has a significant percentage of nontraditional students above typical college age, briefly describe the role you believe the admissions department plays in meeting the needs of those students when writing your higher education cover letter. Be specific, yet succinct. If this is one of the talents you bring to the school, you want to save the details for your interview, but at least mention that you've given thought to the school's current issues. The final paragraph of your cover letter should express your commitment to higher education if this is a college-level position. When applying for a job with a private school or a proprietary school, express your commitment to the school's priorities and strategic recruitment direction, as noted by Antioch College. Also, reiterate your interest in moving forward in the selection process and state when you intend to follow up on your application. Consider writing, "As an advocate for higher education, my interest is in helping students meet their academic goals, while advancing the university's objectives. Based on my confidence that my qualifications match what you're seeking, I'm interested in learning more about this role in a face-to-face interview. Within the next two to three days, I'll contact you to discuss a mutually convenient time to discuss this position. Thanks in advance for your favorable consideration."



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