



Cover Letter Best Practices Guide

Cover Letter Outline

(Your Name) Nicolette M. Dobson
(Your Mailing Address) 2201 Jones Street Apt. 32B
(Your Mailing City, State and Zip Code) New York, NY 10012
(Your Phone Number and Email Address) 555-555-5555 | stewart.dent@nyu.edu
(Today's Date)

(Name and Title of Hiring Manager) Mr. Jeffrey Dennison, Director Human Resources
(NOTE: If specific name is not known, then use "Dear Hiring Manager")
(Name of Company) AmizoD
(Company Address) 251 Mercury Drive, Suite 204
(Company City, State + Zip) Brielle, NY 08730

Dear Mr. Dennison (or Dear Hiring Manager, if it's impossible to get a contact name):

State the reason you are writing this cover letter, reference the specific position and organization. Attract the employer's attention by pitching the letter to his or her needs or interests, rather than to your career goals. If a specific person in the company referred you, state that in the pitch.

YOUR PITCH

This section could be one to two paragraphs long. Explain how your abilities, background, and qualifications will enable you to contribute to the organization. Describe how your specific skills, strengths, or personal attributes are relevant to the position. Really utilize the job description to construct these in order to illustrate how your experiences fulfill their requirements. You may emphasize one or two items from your resume, but try not to be redundant, use them to illustrate mastery of a skillset. The cover letter supplements your resume, highlighting your special qualities that might help persuade an employer to contact you. It should include information about how you match not only the technical qualifications but also the mission/goals of the specific company you are applying to. Try to pick two or three key experiences that directly speak to the job description. Keep it tailored to the employer's needs!

YOUR EXPERIENCE

Reiterate your interest in meeting with the employer to discuss the position further. Write another sentence or two reaffirming how your academic and practical experiences make you a good fit for the role. Provide contact information (NYU email and phone number) where the employer can easily reach you. Thank the employer for his/her consideration.

YOUR CONCLUSION

Sincerely,

(Your Typed Name)



NYU

Wasserman Center
for Career Development

Cover Letter Sample

Nicolette M. Dobson
2201 Jones Street Apt. 32B
New York, NY 10012
555-555-5555 | stewart.dent@nyu.edu
(Today's Date)

Mr. Jeffrey Dennison, Director Human Resources
AmizoD
251 Mercury Drive, Suite 204
Brielle, NY 08730

Dear Mr. Dennison:

It is with great interest that I am applying for the Systems Analyst position at AmizoD that you listed on NYU CareerNet. As a junior at New York University's Polytechnic School of Engineering majoring in Computer Science, I feel strongly that my education, technical base and internship experience working with computers meet the requirements outlined in the job description.

During my internship at Amega Inc., I used Java in order to develop a model and build a newly generated shipping application. It had a flexible search and report generation feature, which was aided with "Ajax" for faster report delivery. It also had a barcode scanner to track, trace and share information. By the end of the project, I was able to demonstrate and test out the application with several senior staff members. My supervisors commended me for my creative problem solving skills, which were essential when developing this application with a team of four other interns. Additionally, I worked closely with several departments within the organization in order to get this application generated before the deadline.

Show knowledge of organization's needs and the specific experience you have to fill them. Show, don't just tell.

Through my membership with several relevant on campus organizations at New York University, I have gained leadership and project management skills. As president of the American Institute of Computer Science Professionals, I am in charge of planning meetings, fundraisers, activities and our annual departmental technology demo event, which includes programming demonstrations to groups of alumni and stakeholders.

In looking at your website, I was particularly interested in your emphasis on providing technology solutions in the area of user experience. I am very interested in the development of applications specifically related to this area and would greatly appreciate the opportunity to bring my skills to AmizoD's team. I look forward to learning more about this role and would greatly appreciate the opportunity to meet you in person. If you have any questions, please contact me at 555-555-5555 or stewart.dent@nyu.edu. Thank you for your consideration.

Sincerely,

(Your Signature)

End by politely asking to meet in person and provide your contact information.