

# Cover Letter Packet

## Directions and Examples

- Cover letters should be ONE PAGE ONLY with margins size .7"-1" all the way around
- Use the same header from your resume to use at the top of the page with your full contact information
- Use a 12-10 pt consistent font for the entire letter
- Each job application should have a unique cover letter that is targeted for each position
- Whenever possible direct the letter to a specific person. Contact information can be found in the job posting, on the company webpage or at hireOSUgrads.com. Call the company to ask if you are unable to locate the information and inquire "Who is appropriate to address my application materials to?"
- Find a way to emphasize you want **this** job, not just a job
- Do research before writing so you can make a personal connection to the company and position
- Use facts and examples as evidence of your qualifications
- Prioritize information and examples from related work or academic experiences
- Be friendly but professional
- The letter should both demonstrate your ability to write well and show how you are qualified
- Vary your sentence structure (avoid starting each sentence with "I") and avoid extremely long sentences
- Proof reading is a must, simple errors or typos may cost you the job opportunity
- Save the document as a PDF before uploading or emailing to prevent any changes in formatting
- Visit career services for editing and reviewing help

### Do

- Share specific examples from a variety of experiences
- Mention transferable skills from unrelated experiences
- Talk about academics and work experience
- Write confidently, without wording things in a negative light
- Be a sincere applicant
- Take your time and ask for help editing
- Thank the reader for their time
- Follow up after you apply with a phone call or email and a couple of prepared questions

### Don't

- Rush the letter and make spelling or grammatical mistakes
- List skills without sharing examples of where you learned them or used them
- Address the letter : "To Whom it may Concern"
- Limit the times they can contact you
- Directly quote the job description by saying "you are looking for..."
- Expect an interview just because you applied
- Wait till the last minute to write the letter

**Oklahoma State University**

**Arts & Science Career Services**

**[cascareers.okstate.edu](http://cascareers.okstate.edu)**

**[www.hireOSUgrads.com](http://www.hireOSUgrads.com)**

# *Pistol Pete*

101 Campus Drive • Stillwater, Oklahoma 74078 • pistol.pete@okstate.edu • (405) 123-4567

Today's date, year

Specific person  
Title, company name  
Street address  
City, state zip

Dear Specific Person:

The opening paragraph should include information about which position you are applying and where you discovered the job posting. Include 1-3 sentences describing why you are interested in this company/position and how it is a good fit for you. Demonstrate your company research and summarize how their opening fits your skills, education and career goals.

The body paragraph(s) should be one or two paragraphs in length and will make direct connections between the job description and your background. Using the job posting make a clear emphasis from the skills and job tasks outlined in the position description to your education or experiences. Each cover letter should be unique because you will be writing about the specific ways you fit each job. By providing specific examples from your own classes, projects, previous jobs, internships, campus involvement or volunteering will show how you would be a good match for the job. You should include several examples but you don't need to cover everything listed on your resume. Focus on the most related positions and experiences and make sure to discuss transferable skills from unrelated positions. Vary your sentence structure; every sentence should not start with "I". Be cautious of overly broad statements, by including specific examples you will show the value of what you have to offer. Don't write a long list of skills, instead share one or two and then discuss about how you learned those skills or where you were able to demonstrate using them. You shouldn't directly quote the job description; the company already knows what they are looking for in a candidate. Instead elaborate on how you fulfill their requirements with details from your experience. Each paragraph should have good flow and include a wrap up sentence that summarizes, without being repetitive, why you want this job. Proof reading is a must, try reading your draft out loud to yourself to catch errors or find better ways to word sentences.

In the closing paragraph you should thank them for their time and/or consideration of your application materials. Don't list specific times for them to contact you, be as flexible as possible. Don't say you will call to schedule an interview. That is too forward and can come across as entitled. Your letter should show you are qualified for an interview but you are not entitled to one just because you applied. You can stress how interested you are in the position and emphasis how you would be an asset. You can say you would like to follow up with them during the next 2 weeks (give or take). And then make a follow up via phone or email to make sure they have your application and ask a couple of questions.

Sincerely,

(leave 2-4 spaces empty. If you are sending this electronically there is no need for a signature. If you are printing and handing it to someone you should include a signature.)

Pistol Pete  
Attachment (your resume is electronically attached) **OR**  
Enclosure (your printed resume is included)

# PISTOL PETE

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101 Campus Drive • Stillwater, OK 74078 • (405) 123-4567 • pistol.pete@okstate.edu

August 15, 2016

Sheri Carter  
Executive Director  
Stillwater Area United Way  
109 E Ninth Ave  
Stillwater, OK 74076

Dear Ms. Carter:

Please consider this letter to be my application for the Marketing/Campaign Director position with the Stillwater Area United Way, Inc. My interest in this position began when I saw your listing on HireOSUGrads.com. The listed responsibilities look varied and interesting, and I enjoy diverse work tasks that challenge me. I believe I would be able to tackle daily tasks with the enthusiasm and determination. I admire United Way's commitment to education, income stability and healthy lives. I would love to work with the campaign team at the Stillwater Area United Way to develop a resource generation and marketing campaign, as well as to cultivate community awareness and support of your incredible organization. I appreciate that this position would be very self-motivated; as a person, I am constantly driven to do more, try different things and to ultimately succeed. I believe that I could benefit the Stillwater Area United Way with my unique and comprehensive skill set.

In May 2016, I will receive a Bachelor of Arts degree in Strategic Communication with a minor in Marketing from Oklahoma State University. Although I am a young professional, I have gained significant and varied experience throughout my college experience and through my internship this last summer as a Marketing Intern. There I learned hands on experience with writing, editing, Constant Contact, social media, utilizing AP style and knowledge of the Adobe Creative Suite and the Microsoft Office Suite. My marketing knowledge and experience grew immensely as I worked on real life projects and I was able to apply many concepts I learned in my courses. This experience will allow me to excel in the Marketing and Campaign Director position, increase awareness of your worthy cause, recruit donors, and develop and implement a marketing strategy; I truly think I can make a difference to the Stillwater Area United Way.

I believe I have the skills to make a significant contribution to the Stillwater Area United Way. As I hope you'll see on my résumé, I have a consistent work ethic, as shown by my 4.0 GPA. I also have substantial leadership experience, both within my sorority, of which I am a colony class member, and through my college experience working in groups. This experience has taught me valuable skills that can be applied in a workplace, such as positive interpersonal communication, efficiency, creativity and motivation. My supervisors have recognized me as a well-rounded, energetic, and detail-oriented worker. I am looking for an opportunity to apply the wide range of knowledge I already possess while continuing to learn and grow as a strategic communicator. I think the Stillwater Area United Way would be the perfect environment in which to fulfill that desire.

I would be happy to answer any additional questions you have and I am eager to share more about how I can contribute to the United Way campaign. Thank you very much for your time and consideration.

Sincerely,

Pistol Pete  
Attachment



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September 1, 2016

Scott Claire  
Energy Recruiter  
Aerotek Energy Services  
101 OK Corral Street  
Tulsa, OK 74055

Dear Mr. Scott Claire:

I am applying for the Staff Geologist position that was posted on the Fort Worth Geological Society web page. It has come to my attention that your company is growing at an extraordinary rate, and I am interested in applying my work experience and education in Geology to opportunities where I can excel and acquire valuable experience. I believe I am an excellent fit for your position and your company has opportunities that align with my career goals.

Working in the field has always been my main career goal and I was able to achieve that already through two positions. In my internship as an Exploration Geologist with XTO Energy, I have developed exceptional skills in evaluating and developing lease acreage and acquisition acreage. My current responsibilities include using Petra® to develop and implement geological plans in fields of East Texas east region. I have also made recommendations on leasing and acquiring competition companies' leaseholds. Previous to my internship, I accepted a part-time summer position with Iron Sights Operating developing a resource play in Southern Oklahoma. This role helped expand my understanding in geochemical characterization of the Woodford shale. In total my summer position and internship have given me almost a year of experience working in oil and gas and I feel prepared to accept a full-time position in your company.

In May 2014 I will graduate from Oklahoma State University with a Bachelor of Science in Geology and Geophysics. My education has prepared me to work in the oil and gas industry through completing classes such as Petroleum Geology, Principles of Stratigraphy and Sedimentology and Structural Geology. One of my most recent class assignments was a field mapping project in Dinosaur National Monument. During my time at OSU I was also an active member in the Oklahoma State University Geology Society. As Vice President this year I am in charge of arranging field trips to employer locations and scheduling speakers to talk about career paths in Geology. This experience helped solidify my choice to work in oil and gas and the leadership experience was rewarding. I am now more confident with communication and working with others and I have a great understanding of how to implement concepts from class to real life projects.

I will call your office in the following week to confirm that you have received my resume, and provide you with any additional information you need about how I can contribute to your company. I am excited about the opportunity to apply my education and skill set to a position as a Staff Geologist.

Thank you for taking time to review my resume.

Sincerely,

Pistol Pete  
Attachment

# PISTOL PETE

101 University Ave • Stillwater, Oklahoma 74078 • pistol.pete@okstate.edu • (405) 123-4567

October 1, 2016

Dr. Matt McAllen  
Senior Researcher, Oklahoma Medical Research Facility  
44 Main Street  
Oklahoma City, OK 74015

Dear Dr. Matt McAllen:

Please see the attached resume as application for the Research Internship position in the Free Radical and Biological Aging Department that was posted on the Oklahoma Medical Research Foundation web page. I am interested in applying my laboratory experience and my education in Biological Sciences to opportunities where I gain hands on experience in a research setting. I am confident that I am an excellent fit for your internship and the Oklahoma Medical Research Facility has opportunities that align with my future career goals.

My coursework first exposed me to working the laboratory and confirmed my career choice to pursue work in the field. I currently work in a Nutritional Sciences Lab through the Department of Human Sciences at Oklahoma State University, where I have developed many skills in extracting, purifying, and visualizing DNA and RNA. My current responsibilities include maintaining a eukaryotic cell line through passaging, extracting RNA from rat tissues as well as eukaryotic cell cultures, performing agarose gel electrophoresis, creating a cDNA library from purified RNA, and running qPCR. Previous to my job in the lab, I gained school-credited research through Oklahoma State Biochemistry Department where I was able to learn and become proficient at many techniques used to manipulate DNA. The techniques I practiced include DNA plasmid isolation from bacterial cells, restriction digests of DNA plasmids, primer design, ligation of DNA plasmids and inserts, and transformation of ligated plasmids into yeast cells.

My education from Oklahoma State University includes a Bachelor of Science in Biochemistry and Molecular Biology which has prepared me to work in a laboratory setting. Completing upper level Biochemistry and Microbiology laboratory classes was something I worked hard to accomplish and I am looking forward to completing two challenging semesters before beginning an internship this summer. During my time at OSU I also work as a tutor for OSU lasso center, tutoring undergraduate and graduate students in upper and lower division science classes. This job helps develop my skills in patience and communication and demonstrates my advanced understanding of science coursework which is a great way to share my passion for science.

Thank you for taking the time to review and consider my application. I am very interested in the work that is being done at OMRF, and I hope this internship would be a great way for me to demonstrate my ability to contribute to your work and be considered for future full time positions.

Sincerely,

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Working in the laboratory has always intrigued me and I have been able to explore that interest already through two laboratory positions. I currently work in a Nutritional Sciences Lab through the Department of Human Sciences at Oklahoma State University, where I have developed many skills in extracting, purifying, and visualizing DNA and RNA. My current responsibilities include maintaining a eukaryotic cell line through passaging, extracting RNA from rat tissues as well as eukaryotic cell cultures, performing agarose gel electrophoresis, creating a cDNA library from purified RNA, and running qPCR. Previous to my job in the lab, I gained school-credited research through Oklahoma State Biochemistry Department where I was able to learn and become proficient at many techniques used to manipulate DNA. The techniques I practiced include DNA plasmid isolation from bacterial cells, restriction digests of DNA plasmids, primer design, ligation of DNA plasmids and inserts, and transformation of ligated plasmids into yeast cells.

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