



COVER LETTERS & THANK YOU NOTES

The purpose of a cover letter is to directly convey why you are a strong candidate for the position. It is your opportunity to market yourself and demonstrate how your competencies match the job's requirements. It also illustrates your writing ability. You will want to personalize your letter to each position to show why you are a good fit. Always limit your cover letter to **one** page.

COVER LETTER CONTENT

First impressions count. Before a potential employer reads a word of your cover letter, he or she has an impression of your organizational skills and attention to detail simply by observing its appearance. Your cover letter should include 4-5 short paragraphs. It should sound enthusiastic, polite, confident and professional. Here are some questions that should help you formulate your cover letter paragraphs.

Paragraph 1 : What is the purpose / intention for writing this letter? Who are you?

State the position you are seeking, the company, why you are writing, and how you learned of the position. Briefly state your qualifications (education, experience, skills, etc.) of which you will go into more detail in the next paragraph. Write in short, concise sentences.

Paragraph 2 : Why are you a strong candidate? How do your qualifications match up with the qualifications of the position and what skills or knowledge could you contribute? You should provide specific examples of your demonstrated skills or related experience that are specifically tied to the requirement outlined in the company's job description. Focus on job related skills, class projects, accomplishments, etc. in relation to the job. This section can be in paragraph form or bullet point format.

Paragraph 3 : Why are you interested in this company? Why do you want to work for them? How can you contribute to the organization's goals? Show the employer that you've researched the company and know about their products or endeavors. State briefly how you can contribute to their goals.

Paragraph 4 : What do you hope the next steps will be?

Make sure you include your phone number and email address in this final paragraph. Include a summary statement of your qualifications and interest. Be sure to thank the employer for their time and consideration.

Proofread every document you send to an employer. Mistakes on cover letters and resumes are the number one complaint of employers and recruiters and can take you out of the running. Small errors can undermine your credibility and show you don't pay attention to details. Make sure to proofread as carefully as possible.

Please see following pages for sample cover letters and sample thank you notes.

Need more help?

Career Advisors in the Albers Career Center are available to help you with your cover letter and any other needs you have for your job or internship search. Make an appointment today!

Albers Career Center
Pigott 331 • 206.296.5687 • acc@seattleu.edu



COVER LETTER EXAMPLE: BULLET POINTS

Anita Job

Seattle, WA

206.555.5555 | anitajob@gmail.com

www.linkedin.com/in/anitajob

Same Header as on Resume

Avoid "To Whom It May Concern"

If you don't have a name, address letter to a role. Common titles:

- Hiring Manager
- Recruiter
- Human Resources Professional

October 1, 2022

Dear Hiring Manager:

I am writing to express my strong interest in the Summer 2024 Internship Program at BNP Paribas. As a passionate and driven student pursuing a Bachelor of Arts in Business Administration, majoring in Human Resources from Seattle University, I am excited about the opportunity to contribute my skills and enthusiasm to your organization.

My skills and relevant experiences makes me an ideal candidate for this role as described below:

This is an opportunity to expand on — not copy— bullet points from your resume

- My organizational skills and attention to detail have been essential in managing multiple projects simultaneously, evident in my role as a Marketing & Communications Intern at Global Visionaries, where I initiated and maintained a successful social media campaign and managed a donor database implementation project.
- I possess strong interpersonal skills developed during my time as a Resident Advisor, enabling me to work effectively in team-oriented environments.
- My experience as a Sales Associate at Nordstrom, where I consistently exceeded sales quotas and provided exceptional customer service, has cultivated my resourceful nature and learning mentality.
- Throughout my academic journey, I have honed my analytical skills, and my ability to articulate ideas clearly has allowed me to excel in various coursework and extracurricular activities.

Refer to skills and competencies listed in job description

The values and vision of BNP Paribas align perfectly with my own career aspirations. Your commitment to creating an inclusive culture that values diversity, flexibility, and talent development resonates deeply with me. I am eager to be part of a team that delivers exceptional people care while adding commercial value and acting as a strategic partner to internal clients. As a Human Resources major, I am enthusiastic about Talent Acquisition and the opportunity to attract and hire talented individuals from diverse backgrounds. Additionally, the Learning & Development aspect of this role intrigues me, as I am eager to support the advancement of talent within the firm and drive organizational effectiveness.

I look forward to the opportunity to discuss my qualifications with you soon. I can be reached at 206-555-5555. Thank you for your consideration.

Sincerely,

Anita Job

Enclosure: Resume

This illustrates that a resume accompanies your cover letter.

If you are sending additional documents, list them below.

COVER LETTER EXAMPLE: PARAGRAPHS

Seymore Dollars

Seattle, WA • 206.555.8888 • seymoredollars@hotmail.com

September 15, 2022

Describing your qualifications in paragraph format gives the employer a chance to see your writing ability. Make sure to illustrate your qualifications with highlights from your resume such as work experience, academic projects and community involvement

Dear Mr. Jones:

I am writing to apply for the Summer Analyst position at Morgan Stanley Finance. After attending your Summer Analyst information session on Handshake yesterday, I believe my strong academic background in Finance and Economics, and a passion for accounting and financial analysis, makes me a great fit for the Finance division at Morgan Stanley.

As a current student pursuing a Bachelor of Arts in Business Administration, double majoring in Finance and Economics at Seattle University, I have consistently maintained a high GPA and have been honored on the Dean's List since Winter 2021. My coursework in Corporate Finance has provided me with hands-on experience in analyzing financial reports and evaluating key financial metrics for various companies, including Dell, Apple, and HP. Through these projects, I have honed my analytical and problem-solving skills, which I believe will be valuable assets in my role as a Summer Analyst at Morgan Stanley.

Throughout my academic journey, I have actively engaged in extracurricular activities to develop my leadership and teamwork abilities. As a member of the Albers Investment Club and soon-to-be President, I have improved my financial research and analysis skills, working collaboratively with a team of members to make informed investment decisions. Additionally, my participation in Toastmasters has equipped me with excellent communication and public speaking abilities, which I am eager to leverage during the Summer Analyst Program's networking and senior management speaker seminars.

My work experience as a Waiter/Server at The Cheesecake Factory has further enhanced my multitasking and time management skills, enabling me to handle competing priorities and deadlines effectively. Moreover, my volunteer experience as an Event Planner at Emerald Hills Elementary School demonstrated my self-initiative and ability to manage community projects successfully.

Morgan Stanley's core values of putting clients first, doing the right thing, leading with exceptional ideas, committing to diversity and inclusion, and giving back deeply resonate with my own personal values and aspirations. I believe that aligning with a company that prioritizes its clients' needs, fosters a culture of integrity, encourages innovative thinking, values diversity, and actively contributes to the community is essential for my professional growth and fulfillment. Being part of a global organization with a vast network of talented professionals across diverse locations would provide an enriching and dynamic environment to further develop my skills and contribute meaningfully to the firm's continued success.

Thank you for considering my application. I am eager to contribute my knowledge and passion to the Finance division at Morgan Stanley and look forward to the opportunity to learn and grow as a Summer Analyst.

Sincerely,

Seymore Dollars

Enclosure: Resume

"Sincerely" is the most effective and formal closing statement since most likely you don't know the person to whom you're writing. Try to avoid using "Warm Regards" or "Best" until you know the person better.

THANK YOU NOTES

You will make a great impression if you always send a thank you note after meeting or interviewing with a professional. If your meeting or interview involves multiple people, make sure to send a thank you note to each person. Thank you notes can be sent via email or handwritten on a notecard. Thank you's should be sent as soon as possible after the meeting or interview.

- Politely thank the interviewer for the opportunity to meet with them
- Mention 1-2 aspects of the conversation that stood out to you
- Reiterate why you feel you would be a great fit for the position
- Thank them again for their time and mention you look forward to hearing from them

Email Example

To: randerson@bnpparibas.com
Subject: Thank you for your time

Dear Rita—

I wanted to express my sincere gratitude for the opportunity to interview for the Summer 2024 Internship Program at BNP Paribas yesterday. The discussion we had about the Human Resources team and the inclusive culture that BNP Paribas aims to create truly resonated with me. I am genuinely impressed by the comprehensive training program and the chance to collaborate with award-winning specialists, gaining exposure to various functions across the Finance division. The opportunity to learn from experienced professionals and contribute my passion and dedication to the team excites me, and I am eagerly looking forward to the next steps in the hiring process.

I believe that the Summer Internship Program at BNP Paribas would be an exceptional opportunity for me to develop my professional skills and make a meaningful contribution to the organization. I am confident that my strong academic background, as well as my attention to detail and strong organizational skills, align well with the values of the company. I am enthusiastic about the potential to immerse myself in a dynamic and collaborative work environment and contribute to BNP Paribas' continued success.

Once again, thank you for your time and consideration. I am eagerly looking forward to the opportunity to be part of the Human Resources team at BNP Paribas.

Sincerely,

Anita Job
206.555.5555