

Writing 50E: Assignment #3

Resume Cover Letter

Description of the Assignment

A cover letter is submitted along with other materials to tell the recipient(s) what they have received and what you want them to do with it. For this exercise, you will write a cover letter to accompany your resume. Its primary purpose is to motivate the reader to read your resume and grant you a job interview. It should summarize your strengths in one page and set you apart from other candidates. Finally, your cover letter should be written in simple, easy-to-understand language that makes sense to the reader, telling them who you are, what position you are applying for, and why they should consider you for the position.

Tasks

For this assignment, write a one-page cover letter for the job you had in mind for Assignment #1 and when you drafted your resume (Assignment #2). If your resume included an objective, your cover letter should be tuned to the company and position selected. Format your letter with 1–1.5” margins and clearly separated paragraph breaks.

- For your first draft, double-space your letter, even if it exceeds the one-page limit. (Later drafts can be single-spaced.)
- Your letter should include a proper heading, date, salutation, introduction, body text and closing.
- Your heading should include your name, address, phone number, and e-mail; the recipient’s name, title, and street address; and, the date.
- Your salutation should be simple and respectful. Whenever possible, try to address your letter to a specific person. If you cannot locate a specific person, address your letter to “Manager, Human Resources,” or “To Whom It May Concern.”
- In your introduction, tell them *who* you are and what *position* you are applying for. Many companies also like you to tell them where you saw their job advertisement or how you learned about the job opening.
- The body text should be limited to a paragraph or two. Explain to your reader why you are a good match for their position. Highlight any special experience or talents you have that bear favorably upon the job you are applying for. Let them know in the most concise way possible that you understand their needs and that you can meet them.
- Your closing should inform your reader that you intend to contact them by phone within 7–10 days to follow up on your application. Thank them for their time and consideration.
- End your letter simply and don’t forget to sign it! Endings might include, for example, “Respectfully yours,” or “Yours truly.”
- Include an attachment notation (e.g., “Encl. resume,” “Resume enc.,” etc.) at the very bottom of the page to let your recipient know that you are enclosing your resume with the cover letter.

Supplemental Materials

Consult the *UCSB Career Services Manual* for additional letter guidance, and/or see me.