

Writing 50: Assignment #4 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. Your letter should be written to a company that either: a) has posted a job that you actually intend to apply for this year, or b) has the sort of job that you *would* apply for if you were looking for an employment now.

The letter's 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 him/her who you are, what position you are applying for, and why s/he should consider you for the position.

Tasks

For this assignment, do the following:

Write a one-page cover letter to accompany ("cover") the resume that you generated in Assignment #2. Format your letter with 1–1.5" margins and clearly separated paragraph breaks. Note the following:

- For your first draft, double-space the body paragraphs of your letter, even if it exceeds the one-page limit. (Later drafts can be single-spaced.)
- Your letter should include: a personal letterhead; recipient's name, title and mailing address; date; salutation; introduction; body text and closing; your signature; "Encl. resume" at the bottom-left.
- Your letterhead should include your name, address, phone number, and e-mail.
- 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." Avoid using, "To Whom It May Concern."
- In your introduction, tell them *who* you are, what *position* you are applying for, and *why* you are writing. 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 the 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."
- Don't forget to 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 guidance, and/or see me.

Due Date

See the course website schedule for due date.