

COVER LETTERS & THANK-YOU NOTES

career.virginia.edu/cover-letters

A cover letter is an essential part of your correspondence with employers. You should always include a cover letter with your resume. While the resume provides an overview of your background, the cover letter allows you the opportunity to highlight those aspects of your background that are relevant to the position you are seeking. A good cover letter can help heighten the employer's interest in learning more about you beyond reading your resume and meeting you for an interview. It also gives the employer a sample of your writing skills.

COVER LETTER CONTENT

A cover letter is most effective when it is tailored to the particular conditions of the organization or job. It is best to have the same font as your resume. Letters should be addressed to an individual, preferably an employment or personnel manager or a supervisor in a department of interest, rather than "Dear Sir" or "Dear Madam." Names of persons to contact may be obtained by checking Handshake or on company websites. For the most up-to-date and accurate information on contact names, it is beneficial to call the company directly. Ask for the appropriate person's name and title, and be sure to obtain the correct spelling. This is also a good time to ask for the phone number or e-mail for that person so you can follow up later.

BUSINESS LETTER FORMATTING

- Your Name, Street Address, City/State/Zip
- Current Date
- Employer's Name, Title, Department, Organization, Street Address, City/State/Zip
- Dear [individual's name]

THE INTRODUCTION

The first paragraph states why you are writing, names the type of position you are applying for, mentions how you heard about it (such as if you have heard about a vacancy from someone), and what interests you about the company or position. If a person referred you, mention the person's name. Keep this paragraph short, around 2-3 sentences. It must attract enough attention to cause the reader to want to read the rest of your letter and your resume.

THE BODY

The main body of your letter, which may be one or two paragraphs long, should detail what you could contribute to the company and how your qualifications could benefit the organization. Keep in mind that your resume is general enough to use with many employers and that the cover letter links that resume (and you) to a specific employer. The body of your letter should further reflect the research you have done on the employer and elaborate on your interests and experience. You should be careful not to reiterate everything that is on the resume; however, you might mention a few key aspects of your background and provide more details about them than might be written in the resume.

The more you know about the employer through research, the more you can link your qualifications to the specific position.

THE CLOSING PARAGRAPH

The closing paragraph must make it clear what action you will take to follow up. Keep the initiative on your side. Stating that you will wait to hear from the employer more often than not results in just that—waiting. Instead, you should let the employer know that you intend to call or email him/her within a specific period of time. It is helpful to include your phone number here, if it is not already in your header, in case your resume and letter become separated once they reach the employer. Be sure to thank the employer for their time and consideration of your letter.

COVER LETTER SEEKING AN INTERNSHIP

Casey Amore
2354 West Main St.
Carlton, Florida 32990-9345

March 31, 2017

Ms. Amanda Lesser
Florida Studios
1290 Studio Plaza
Orlando, Florida 32819-7610

Dear Ms. Lesser,

My previous work experience and leadership roles make me an ideal candidate for a summer internship with Florida Studios. Your company has an excellent reputation for customer satisfaction, and I know that the combination of my experience, education, and motivation to excel will make me an asset to your marketing department.

My experience in sales and customer service, combined with my courses in psychology, has convinced me that hospitality marketing is a career option that would suit me well. In my position with Drake Productions last year, I was recognized as the top sales associate in their summer program. I am sure that I can put this same skill to use for you, and yet continue to improve upon it as I learn from some of the top marketing executives in the business.

I look forward to contacting you within a week to talk about the possibility of an interview. Should you have any questions before that time, you may reach me via phone (386-555-2922) or via email (cra8z@virginia.edu).

Thank you for your time and consideration.

Sincerely,

Casey Amore
Casey Amore

COVER LETTER SEEKING INTERVIEW

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2354 West Main St.
Carlton, Florida 32990-9345

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Sincerely,

Casey Amore
Casey Amore

THANK YOU LETTERS

career.virginia.edu/thank-you

Thank you notes are a must in the job search process. Letters should be sent within 1-2 days and no longer than a week after the interview. However, send the letter even if you lose track of time; a late thank you note is better than none at all. If you have decided that you are no longer interested in a particular position, it is still wise to send a thank you note. You never know when you will need to contact that employer in the future. It is better to leave all your options open.

Thank you letters may be handwritten, typed, or e-mailed; that's based on personal preference.

Thank you notes should always be written to the person with whom you had the interview. Also keep in mind the employer's decision and hiring timeline if you know it. If they are making a decision quickly, an email may be a more appropriate method of sending your thank you note. Even if you were asked to address the interviewer by their first name during the interview, play it safe and use their title and last name in the letter. Many times during the second or even an initial interview, you may meet with more than one person during the course of the day. If you are interested in pursuing opportunities with the company, it is advisable to write each person a thank you note. Don't use a form or template letter; try to individualize each letter by writing something you learned or discussed. Writing a letter to each person you have met makes a favorable impression.

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- Current Date
- Employer's Name, Title, Department, Organization, Street Address, City/State/Zip
- Dear [individual's name]

THE INTRODUCTION

Thank the interviewer for meeting with you and refresh his or her memory by stating the time and date of your meeting as well as the position you discussed and the topics that were covered during the interview.

THE BODY

Reaffirm your interest in the organization. You may want to mention any personal characteristics, work experience, or other information that may be pertinent to the position but was not mentioned in the interview. If you feel any of your responses were inadequate during your interview, this is also the opportunity to provide a more well thought out response.

THE CLOSING PARAGRAPH

Wrap up what you have said in the preceding paragraphs and offer the employer a phone number or other contact information that you can be reached at for further questions. Another phrase thanking the employer for his or her time and consideration is usually added to close the letter.

LETTER ACCEPTING A JOB OFFER

Noelle Simpson
500 Green Court
Charlottesville, VA 22901

April 3, 2017

Ms. Laurie Breedon
Editor
Imagination
Emerald City, OZ 00000

Dear Ms. Breedon:

Thank you for the time you have spent considering me for the position of editorial assistant. I am very appreciative of your efforts and also those of Mr. Ken McKain who discussed the position with me and gave me the tour of your offices. It really helped me gain an understanding of the needs of the position and how Imagination is created and produced.

I am very pleased to accept your offer for the editorial assistant position at the salary of \$25,000. I am looking forward to beginning to work with Mr. McKain and his staff on the "science works" section. The opportunity to use my writing skills in conjunction with the science background I acquired as an Environmental Sciences major attracted me to this opportunity from the time my friend, Jennifer McKain, told me about her father's work.

I will be moving to Emerald City in early May and will begin work on May 10, as we discussed. I will call you when I know what my new address and telephone number will be.

Please let me know if there is any other information you need or if any other details need to be worked out. Thank you again for offering me this opportunity. I eagerly look forward to becoming part of the Imagination team.

Sincerely,

Noelle Simpson
Noelle Simpson

THANK YOU LETTER FROM AN ON-GROUNDS INTERVIEW

Lisa M. Snow
333 Jefferson Park Ave.
Charlottesville VA 22903

October 18, 2016

Mr. Stuart R. Robinson
Director of Personnel
EFG Corporation
323 Arden Street
Plain View, NC 23492

Dear Mr. Robinson:

Thank you for the opportunity to interview with you on Friday, October 17th at the University of Virginia. The management trainee position at EFG Corporation we discussed is of great interest to me and I am confident I could fulfill the exciting responsibilities required of the person in this position.

I was particularly impressed to learn more about the various phases of the management training program. As we discussed, I have had numerous leadership positions at the University of Virginia which have prepared me to meet the supervisory challenges and demands your program presents. In addition, my double major in history and English has required extensive writing and public speaking assignments which would also allow me to succeed as a manager at EFG Corporation.

Thank you again for your time and consideration. I look forward to learning more about the next step in the application process and to possibly working for your organization in the near future.

Sincerely,

Lisa Snow
Lisa M. Snow