

COVER LETTER OVERVIEW:

623 S Wabash Avenue, Suite 300
Chicago, Illinois 60625

June 2, 2008

Name and Title of Recruiter
Company Name
Address
City, State Zip

Dear _____, (do not say "To Whom it May Concern"!)

Paragraph one: Your first paragraph relays important logistic information and sets the tone for your cover letter. Start by indicating what you are applying for and how you heard about it. If you were referred by someone connected to the company, mention their name here. End the first paragraph with an overview of your interest and qualifications- consider it your thesis statement or message.

Paragraph two: Use this paragraph to elaborate on your background. Don't simply regurgitate what is in your resume. Start by referring back to your resume and giving a brief, one sentence overview of your background. Now choose one or two experiences- academic, work, internship, or extracurricular- to elaborate on and tie into the position.

Paragraph three: Tie your experiences in with the position and company. Research the company and the position so you know what they are looking for. Prove that you are a fit.

Final paragraph: End the letter by thanking the company for their time and reiterating your interest in an interview.

Sincerely,

(signature if mailed)
Your Name

SAMPLE COVER LETTER:

623 S Wabash Avenue, Suite 300
Chicago, Illinois 60625

June 2, 2008

Dr. Jane Smith
Company Name
Address
City, State Zip

Dear Dr. Smith,

I am writing to enthusiastically apply for the fall Administrative Intern position with the Art League that was posted on the ColumbiaWorks job board. I hope you will agree that my passion for art and my administrative experience would be an asset to your organization.

As you can see from my resume, I am currently a junior at Columbia College Chicago seeking a Bachelor of Arts degree in Fine Arts. For the past two years I have been a volunteer for a community art gallery where I scheduled exhibitions and served as a guide for gallery patrons. This has been a wonderful experience, allowing me to be involved in gallery administration and demonstrate strong computer skills, including proficiency in Word, Excel, PowerPoint and Access.

I have been an active painter for almost 10 years and have been fortunate to find support for my work both at home and in school. The Art League internship stood out to me because I realize that support for the arts is not universal, and I would be excited to help support an organization that makes art accessible to the community. My long term goal is to pursue a career in arts administration, and my passion for the field would make me a positive and motivated intern.

I would welcome the opportunity to talk more about my qualifications in an interview. You can reach me both by phone at (312) 369-6985 or email at artstudent@colum.edu. Thank you for your time and consideration!

Sincerely,

Art Student