

## **COVER LETTERS**

Unless you hand-deliver your résumé to the *person* who will actually be doing the hiring, you **MUST** include a cover letter. The letter should be typed and laser-printed on the same type and color paper as your résumé, in business letter format. A cover letter should be 3 or 4 paragraphs only. Do not just reiterate your résumé. Instead, focus on several key areas and go into detail, including what you did, what you learned, and what you accomplished. Be sure to tailor your cover letter to the specific company and/or job that you are applying for. Research the company or include sentences that correspond to job duties or qualifications from the posted job description.

Never address your letter “To Whom it May Concern” unless you do not care if you don’t get the job. If the employer is local, phone and request the name of the person who is responsible for hiring entry-level professionals in your area. Be certain to get the name and title (and correct spelling). Include the title of the person to whom you are writing in your inside address and envelope address.

Whenever possible, avoid sending your letter to the personnel department as they generally do not have hiring power – only the power to screen you out. Check the Internet or book directories to find names of people to contact.

Your opening statement should state the purpose of your letter (your objective). Mention a name if you have permission (e.g., John Smith recommended I contact you...). You should also mention how you heard about the job and why it interests you.

In your next paragraph, stress any particular strengths you have which qualify you for the job. It can be effective to expand on one or two experiences listed in your résumé, but do not repeat information word for word.

In your closing paragraph (number three or four) indicate your desire for a personal interview, repeat your phone number, and offer any assistance to help in a speedy response. It is also a good idea to follow up each résumé and cover letter with a phone call. If you plan to do this, you can state in the final paragraph when you will be calling the company.

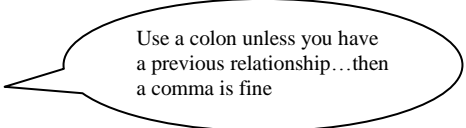
*Remember: the purpose of a cover letter is to introduce yourself and to personalize your résumé!*

*Your Name*  
*Your Address, etc. info*  
*(use same format as you did on your résumé)*

Date

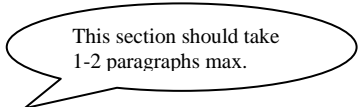
Potential Employer's Name  
Company Name  
Company Address

Dear Mr. (Employer):



Use a colon unless you have  
a previous relationship...then  
a comma is fine

State the reason for the letter  
Position or type of work for which you are applying  
Indicate where you learned of the opening (friend, newspaper, Career Services, etc.)  
Why you are interested in this particular position and company (what you know about the company)



This section should take  
1-2 paragraphs max.

State what you can do for the employer  
If you are a recent graduate, explain how your academic background makes you a qualified candidate  
If you have practical work experience, point out the specific achievements or qualifications  
Try not to repeat the information on the résumé; rather, detail a couple of main points (what you did, what you learned, what you accomplished)  
Look at the job description for the keywords/skills they're seeking and highlight those here

Refer to the enclosed résumé, which summarizes your qualifications, training, and experiences  
(NOTE: cover letter should be 3 OR 4 paragraphs long...no longer!)

State the action you would like to see happen (i.e.: an interview)  
Indicate your desire for a personal interview and your flexibility as to the time and place  
Include your phone number again  
Offer assistance to help them respond quickly (e.g.: state that you will be in the area on a certain date and would like to set up an interview if you will)  
Thank them for their consideration/time and state that you look forward to hearing from them

Sincerely,

*(don't forget to sign...on electronic copies, use a jpg of your signature!)*

Your name

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## EXAMPLE 1: Entry-Level BS Chemist

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December 14, 2011

Dr. Joe Barlow  
Corporate Recruitment  
Research Laboratories  
Eli Lilly and Company  
Indianapolis IN 46285

Dear Dr. Barlow:

I am writing in response to the Eli Lilly report in the *CPC Annual*. In May 2012, I will be graduating from the College of William and Mary with a bachelor's degree in Chemistry. I plan to pursue a career as a Synthetic Research Chemist after graduation. Eli Lilly's commitment to developing pharmaceuticals that help people live longer, healthier, and more active lives is a great fit with my career values.

Through participating in undergraduate organometallic synthetic research for the past 18 months, I have developed and improved valuable laboratory skills. The goals of my research project include optimizing reaction conditions and purification methods for each of the 4 steps in synthesizing the unreported ligand, 4'-cyanobenzo-18-crown-6, and its rhodium complex. I'm studying binding and extraction constants for the ligand and complex as well as behavior changes at the rhodium center by UV-vis and NMR spectroscopy. Last January, I presented this work at the Virginia Academy of Sciences in Blacksburg. Next month, I will present current results at the National Conference of Undergraduate Research in Kalamazoo, Michigan. My final results will be summarized in my honors thesis.

I look forward to the opportunity to interview for a position with Eli Lilly and will call you next week to confirm receipt of my résumé. Thank you for your time and consideration.

Sincerely,

*Thomas E. Lee*

Thomas E. Lee

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## EXAMPLE 2: BS Chemical Engineer with experience

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### Sarah Smith

62 Bishop Allen Drive, Apt #5  
Cambridge, MA 02139  
sarah.smith@somemail.com  
649-869-7542

September 18, 2011

Mr. Douglas Reedier  
Director of Human Resources  
Colgate-Palmolive Company  
300 Park Avenue  
New York, NY 10022

Dear Mr. Reedier:

I am writing to apply for a full-time Chemical Engineering position at Colgate-Palmolive. As a senior in Chemical Engineering at the University of Pollyville graduating in May 2012, I am very interested in the development of consumer products and have read a great deal about your excellent company and outstanding products. I welcome the opportunity to bring my research and engineering skills to Colgate-Palmolive's products.

As you can see from my attached resume, I developed my research and engineering skills through several internships and academic projects. During my internship at Procter & Gamble, I developed all aspects of a prototype for a newly conceptualized oral care product. By the end of my project, I was able to hand out samples of the product. My supervisors commended me for my communication and creative problem solving skills and for my ability to work well with many different people within our development team.

I developed my leadership and interpersonal skills by being an active member of several organizations on the University of Pollyville campus. As president of the American Institute of Chemical Engineers, I am in charge of planning meetings, fundraisers, activities, and our annual departmental banquet. While Service Chair for Lambda Sigma, the sophomore honor society, I organized service activities and motivated members to participate in the service events.

I look forward to learning more about career opportunities at Colgate-Palmolive. If you have any questions, please contact me at 649-869-7542 or sarah.smith@somemail.com. Thank you for your consideration.

Sincerely,

*Sarah Smith*

Sarah Smith

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## **EXAMPLE 3: BS Chemist/Chemical Engineering Seeking an Internship**

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### **JOHN RICHARDS**

College Address: 60 Sola Circle, Isabell, SD 57633, 605-225-1789, jrichards3@gmail.com

Permanent Address: 13605 North 12<sup>th</sup> Way, Kanfer, NM 12333, 553-123-4558

March 1, 2012

Ronald A. Smith, Ph.D.  
Director of Environmental Analysis  
Charlton National Laboratory  
Charlton, MN 43567

Dear Dr. Smith:

As a junior at the University of Isabell majoring in Chemistry and Chemical Engineering, I am looking for practical chemical job experience. The UI's Career Services staff told me of your excellent internship program and I am very interested in your summer 2012 position.

My chemical engineering background ties in closely with the research of your division. As a Chemical Engineer I am interested in conducting tests to analyze the environmental effects of different chemical contaminants. The research your organization has done on water, plant and animal tissue, and soil samples is also of interest to me, as both a chemist and an engineer.

As my grades show, I am an excellent student capable of understanding new ideas and concepts. I possess the qualities of a good lab worker because I am cautious but confident in my work, and not afraid to ask questions and seek help when needed. I am a hard worker and am able to successfully complete tasks that I start. I have the aptitude to learn all I can about environmental analytical chemistry. The experience of working with professional chemists will greatly enhance my knowledge, techniques, and understanding.

If chosen for an internship, I would adapt quickly to the operations of the laboratory support group. I am willing to work closely with other team members to ensure that projects run well. I would like the opportunity to learn from and work with other chemists who will allow me to contribute my share of the work. I enjoy conducting analyses, and will take the initiative when confronted with a problem to see that it is solved.

Thank you for reading this letter and the attached resume. I hope that you will consider me for this position; I will be pleased to interview at your convenience. If I can provide any further information, please contact me at 605-225-1789 or jrichards3@gmail.com.

Sincerely,

*John Richards*

John Richards

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### EXAMPLE 3: PhD Chemist

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March 23, 2012

Dr. James Swanson  
Personnel Recruitment Manager  
XYZ Laboratories  
1234 Flower Street  
Cincinnati OH 45201

Dear Dr. Swanson:

I expect to receive my doctorate degree in Analytical Chemistry in June 2012, and am writing to explore the possibility of employment as an Analytical Chemist at your Cincinnati location. XYZ Laboratories has always demonstrated a commitment to quality and innovative research, as well as innovative instrumentation, and I am excited at the prospect of being part of your team.

During my coursework at Simpson State University, I began to consider future employment with XYZ Laboratories. We used many of your instruments in our laboratory research, and I found their design, precision, and reliability impressive. I'm well qualified for a job with your organization—with the confidence, maturity, judgment, and references to back up my qualifications.

In addition, I have had the great opportunity to collaborate with colleagues at several universities throughout the country and to present at numerous conferences, as show on my résumé. I noticed that collaboration and public speaking are both skills extremely important to this position and I look forward to utilizing these skills further.

The enclosed résumé provides details about my work experience and background. I would appreciate the opportunity to meet with you to discuss how my education and experience can benefit your laboratories. I'll call within a week to discuss the possibility of an interview. Thank you for your time and consideration.

Sincerely,

*Amy Amers*

Amy Amers

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