
Cover Letter & Reference Guide

Ohio Christian University Career Services

Dean and Diana Hickman Student Center - 2nd floor | careerservices@ohiochristian.edu

FORMATTING

- + Your cover letter formatting and header should be an exact match to your resume. (See Resume Guide.)
- + Spacing: Single-spacing
- + Margins: .75" to 1"
- + Length: One page

EMPLOYER CONTACT INFORMATION

- + Address the cover letter to a specific person. Do your research and find a name if possible.
- + If you cannot find the name of the person, address your cover letter to the Hiring Manager.
- + Do not use "To Whom It May Concern", as it is now an outdated phrase.

Date of Submission

←One space down

Employer Name

Employer Job Title

Organization Name

Organization Address

←Two spaces down

Dear [Specific Name –OR– Hiring Manager]:

INTRODUCTION PARAGRAPH

- + State the title of the position that you are applying for and how you discovered the posting.
- + If someone from the organization suggested that you apply for the position, here is the place to include his or her name and title.
- + Bolster the paragraph by writing a sentence or two about why the position stood out or why you appreciate the organization and want to work with them.
- + This paragraph should be about 3 – 4 sentences.

BODY PARAGRAPH(S)

- + Describe your most relevant roles and how you would apply what you learned from them into the new job.
- + Try not to just list off your education and work experience. Leave that for your resume. Instead, you want to expand on some of your accomplishments and highlight your top skills that you will bring to the position.
- + Keep in mind that the purpose of the cover letter is to show why you are more qualified than the other applicants who meet all the same requirements. Write about what makes you stand out.
- + Focus on how you can help them and not how they can help you.

CONCLUSION PARAGRAPH & SIGNATURE

- + Here, again, you can mention a reason you are excited for the opportunity to work with the organization, and then thank them for their consideration.
- + Let them know that you look forward to talking with them soon, but do not include your contact information in the final paragraph; it is in your header.
- + Finally, go down a line or two and insert your signature. Try to always personally sign your signature. If you are submitting the documents electronically, you may use a script font such as Lucida Handwriting, but it is always better to personally sign it and scan the document back to your computer.

Sincerely,

←One space down

Crystal Clear

←One space down

Crystal Clear

LAST STEPS

- + Read back through and ensure that you have the correct names and titles throughout the document.
- + If submitting your cover letter in the mail or bringing copies to an interview, print it on resume paper.
- + Always save your cover letter in .pdf form before you submit it.
- + Ensure that your resume, cover letter, and references documents all have the same header, font style, and font size.

REFERENCES

- + Use the exact same header, margins, and font styles that you use on your resume and cover letter.
- + Only include individuals *after* you ask if they will be a *positive* reference for you.
- + Some organizations will also want you to include a sentence to briefly describe your relationship to everyone that you include.
- + Have a list of 3 – 5 professional references. If you would like to include personal (or other types) of references, be sure to label the section headers appropriately.

PROFESSIONAL REFERENCES

Reference Name

Title

Organization

Telephone Number

Email Address

Optional: Brief description of relationship

Crystal Clear

1476 Lancaster Pike, Circleville, OH, 43113
(877) 762-8669 | cclear@ohiochristian.edu

August 28, 2017

Ms. Wanda Job
Rocky Mountain Events
South Park Ave & Main Street
Breckenridge, CO, 80424

Dear Wanda Job:

I was thrilled to find your advertisement in the *Vail Sunday Times* for a Senior Winter Events Consultant at Rocky Mountain Events. My broad experience in events planning and sports marketing, coupled with my enthusiasm for working in the skiing industry, clearly matches your stated requirements for the ideal candidate to fill this position.

Most of my adult life has been occupied with sports, public relations, successful promotional endeavors, and executing all operations in my professional endeavors. My athletic achievements and participation in numerous activities in college point to my early accomplishments in building a solid foundation for the intensive responsibilities of planning and successfully executing such events as AAA regularly engages in.

In addition, my experiences as advertising consultant for North American Skiing Companies, retail marketing intern for a radio station, and public relations manager for a baseball team have strengthened my abilities to meet any challenges that may lie ahead in my focused ambition to go further in this growing field of sports events planning.

Thank you for considering my application. I eagerly look forward to our meeting and the opportunity to discuss my credentials and career aspirations for this position.

Sincerely,

Crystal Clear

Crystal Clear

CRYSTAL CLEAR

1476 Lancaster Pike, Circleville, OH, 43113, (877) 762-8669, cclear@ohiochristian.edu

August 28, 2017

Ms. Wanda Job
National Oceanic and Atmospheric Administration
1401 Constitution Avenue NW, Room 5128
Washington, DC 20230

Dear Wanda Job:

I could not have been happier to see the posting for the internship with the National Oceanic and Atmospheric Administration (NOAA) on the agency's website.

Since enrolling in the Criminal Justice program, I have been involved in on-campus and off-campus activities, participated in mock trials, and started a local chapter of the Criminal Justice Club, of which I am the president. Although my schedule is hectic, and I must find ways to multitask to accomplish my goals, I thrive on the variety and challenge. Leadership, innovation, and communication are three of my strongest skills that I have demonstrated throughout my education, and I would love to put them to good use at your agency.

Faculty members have commented on the caliber and quality of the work that I produce, and I recently was featured in the Criminal Justice Student Journal for my research on dwindling fish populations. The enforcement of maritime law is one of my passions, and I would love to bring my educational experience to the internship opportunity and work towards the goals of the agency, as laid out on the NOAA website.

I am thrilled about this field and can think of no better place than NOAA to hone my skills and contribute to the profession. I look forward to the possibility of discussing my qualifications and skills further during an interview. Thank you for your consideration.

Sincerely,

Crystal Clear

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