Did You Know?

You can drop-in at the Career Center for a 10 minute cover letter critique?

#HireHighlanders  #UCRCareerReady
Writing a strong cover letter will showcase your **written communication skills**.

#HireHighlanders #UCRCareerReady
Did You Know?

Cover letter should be tailored to each position, and should be personalized.

#HireHighlanders  #UCRCareerReady
A cover letter can help you explain your interest in the company and what skills you plan to contribute?
GET CONNECTED

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Visit Us On Social Media!
Cover Letter Writing
Cover Letter

• Expresses interest and qualifications for a particular position
• Personal but professional
• Tailored to position/company
• Explains how you fit with organization and how you will help them
• Expands main points from your resume
• “Sells” qualifications to the prospective employer
Research

Job Position
- General Job Information
- Desired qualifications and skills
- Key values and words

Company/Organization
- Mission Statements, Organization “Vision”, goals..
Tailor Your Cover Letter

Academic Advisor for Student Athletes
Job # 72150

Description
The Academic Advisor for Student-Athletes holds a professional academic advising position in Athletic Department. The Academic Advisor for Student-Athletes works closely with coaching staffs, athletic department administrators, faculty, academic advisors, and other campus offices, departments, and staff who are involved with the academic lives of undergraduate student-athletes to ensure that student-athletes are presented with a broad base of opportunities with which to optimize their experience at University of XYZ. The Academic Advisor for Student-Athletes implements and interprets university and department policies, and identifies and resolves complex issues using advanced knowledge requiring independent judgment.

QUALIFICATIONS
• Advanced degree
• 1-2 years of experience in academic advising and coordinating academic programs in a college or university
• Participation as a student-athlete, and/or experience working with Division I student-athletes

Knowledge & Skills:
• Strong communication skills to clearly and effectively communicate information to student-athletes, internal and external audiences, and management.
• Advanced analysis and problem solving skills, including experience with NCAA compliance rules and regulations
• Strong team work and interpersonal skills.
• Advanced customer service skills.
• Relevant computer systems/technology experience.
• Ability to ensure and apply compliance with legal, financial, and university policies and external regulations.
September 4, 2017

Ms. Christina Brown
Vice President
Bright Green Talent
4500 3rd Street
Los Angeles, CA 90210

Dear Ms. Brown:

I was thrilled to come across Bright Green Talent’s advertisement for a College Recruiter on GreenBiz.com. As an engaged environmentalist with a passion for people and positive psychology, I’ve kept an eye on your company through my presence. I think I’d be a great addition to Bright Green Talent’s Marketing Team. My knowledge and passion for environmental science and my proven ability to successfully engage stakeholders are valuable assets.

The job description requires someone with strong phone skills, an ability to network, and an outgoing personality. In my previous work as a marketing intern, I developed my skills in all three areas. I managed clients remotely, coordinated teams of marketing assistants working in our company, doubled my team’s number of projects in one year through active business development, and received an employee award for active engagement in my role. I am eager to bring those experiences to Bright Green Talent and enrich its partnership with you.

I recently graduated from the University of California, Santa Barbara, with a degree in Environmental Studies with a focus on the educational system. I wrote my senior thesis on how universities are integrating sustainability issues into traditional academic frameworks, in order to prepare students for the 21st century’s resource management challenges. This unique background in training and preparation would translate well to helping talented recent graduates find the first steps in their “green career.”

I am aware that Bright Green Talent is a small team, and that each person must operate relatively independently. In my previous intern role, I took a leadership position in each of the project teams I worked with, and operated independently on remote teams where I had to self-impose deadlines and goals. I look forward to bringing my ability to take the initiative and be responsible to contribute to the team.

Overall, I’d love to add my skills and perspective to Bright Green Talent’s Marketing Team to help you continue to grow the business. Please contact me if you have other questions. I look forward to hearing from you.

Sincerely,

Scott Bears
Enclosure: resume
• Address the letter to a specific person if possible

Your Name
Mailing Address
City, State, Zip Code
Telephone Number
Email Address

Date

Name of Contact Person
Title
Organization
Mailing Address
City, State, Zip Code

Dear Ms., Mr., Dr., (etc):
Example 2

Scott Bears
900 University Ave.
Riverside, CA 92521
951-827-3631

August 8th, 2017

Mr. Will Smith
Superintendent
ABC College
100 University Ave.
Sometown, CA 92521
First Paragraph

- Get the reader’s attention
- Introduce yourself
- Explain purpose of letter – why you are writing
- Explain why interested in the position or the company
- Statement that establishes a connection with your reader
I am very excited to express my interest in the Academic Advisors for Student Athletes position. In the past two years, I have successfully worked as a volunteer academic advisor for student-athletes, and a career consultant for University of XYZ. I used my opportunities to fully immerse myself on providing support to athletic academics. I am prepared for the extensive hours and attention to detail this position requires to keep athletes eligible for competition. Seeing a student succeed in and outside of the classroom makes my work ethic unique. I truly empathize with current athletes and their situations, and will do what it takes to see these athletes succeed.
Middle Paragraphs

- Highlight skills and benefits to the company
- Emphasize interest in the company
- Provide concrete evidence
  - Show, don’t tell
  - Not include all information from your resume
As an athletic academic advisor, I developed the skills to investigate and analyze information to draw conclusions about academic concerns regarding at-risk freshmen football athletes. Evaluating grades, course history, and teacher’s comments, I focused my appointments on noticeable behaviors that may have influenced each student’s particular situation. 

Making sure I scheduled follow-up appointments, I interpreted and applied guidelines and procedures for each individual athlete so they understood what was required of them to remain eligible for current and post seasons. Successfully witnessing the breakthrough’s with multiple athletes, we saw as a department student-athletes holding themselves accountable and being educated enough on the expectations of remaining eligible and compliant with university academic expectations. My sincerity seeing athletes succeed academically allows me to put in the extra time to make sure they are prepared. I fully intend on bringing the same service to ABC College.
To connect my experiences with current athletes is something that is important to me. If given the opportunity to use this platform to help students, I assure you that my work ethic, and attention to detail will exceed the positions expectations. If you have any questions, please call me at 951-827-3631 or e-mail me at scottbears@ucr.edu. Thank you for your time and consideration. I look forward to hearing from you.
Closing Formats

Sincerely yours,

Scott Bears

Scott Bears

Enclosure: Resume

Sincerely,

Scott Bears

Scott Bears
900 University Avenue #3
Riverside, CA 92521
951-827-3631
scottbears@ucr.edu

Enclosure: Resume
Extra Tips

- Unprofessional language
- Length – should be one page, depends on industries
- Strongest and most relevant qualification should be highlighted – limit to a few, Elaborate
- Demonstrate enthusiasm and originality
- Proofread for typos, grammar error, and spelling
- For a polished look, use the same header style for your contact information that you used for resume
  - font style and size
- Font size 10-12
- Margin 0.5-1 inch
## References

**Scott Bears**  
900 University Avenue, Riverside, CA 92521  
555-555-5555  
scott.bears@gmail.com  
www.linkedin.com/scottbears

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Company/Organization</th>
<th>Phone number</th>
<th>Email Address</th>
<th>Professional Relationship</th>
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</thead>
</table>


Scott Bears
900 University Avenue, Riverside, CA 92521
555.555.5555
scott.bears@gmail.com
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References

Selena Gomez
Student Athlete Director
Student Athlete Department, University of ABC
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selenagomez@abcuniv.edu
Professional Relationship: Supervisor at University of ABC

Peyton Tanning
Head Football Coach
Athletics Department, University of State
909-555-2222
peytontanning@stateuniv.edu
Professional Relationship: Head Coach of Football Team

Dr. Sheldon Cooper
Professor of Education
Department of Education, University of State
909-555-3333
sheldoncooper@stateuniv.edu
Professional Relationship: Advisor for Master’s Program
References

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Professor of Education
Department of Education, University of State
909-555-3333
sheldoncooper@stateuniv.edu
Professional Relationship: Advisor for Master’s Program
Next Steps

- Have your cover letter reviewed by a Career Counselor
- Upload your cover letter in SCOTjobs
Questions?
**Connect. Inspire. Empower.**

**Hours:**
Mon. - Fri. 8 am to 5 pm except Wed. 9 am to 5 pm

**Drop-In Hours:**
Mon. - Thurs. 10 am-3pm
Fri. 10 am-12 pm

**Come See Us**

UCR Career Center

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