

Upperclassmen Cover Letter Guide

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Format 1

This format is the most common, with your name and address leading followed by the name and address of your potential employer

Your Name
Your Campus Address
Wabash College
Crawfordsville, IN 47933

August 14, 2016

Millicent McGillicuddy, Director
Office of Cover Letter Creation
Wabash College
Crawfordsville, Indiana 47933

Dear Ms. McGillicuddy:

The purpose of this letter is to express my interest in the WISE Cover Letter Creation Expert position you posted on WabashWorks. I am particularly interested in working with you because of the opportunity to positively affect the lives of your clients, and to work with individual students to help them achieve their unique career goals. I believe my diverse work experience and personal attributes make me a valuable candidate for this position.

I have experience in cover letter creation through my position at the XYZ Cover Letter Creation Office at Camp Wanamucca. In my role as a Cover Letter Counselor, I especially enjoyed working with campers to create effective, error-free cover letter templates. In addition, I have well-developed skills in writing, paragraph development, and event marketing. At Camp Wanamucca, I created and marketed the first cover letter development party, successfully attracting 79 campers through social media initiatives, including a targeted Twitter campaign.

I would greatly appreciate the opportunity to further discuss this position with you at your convenience. Thank you for your consideration, and I look forward to hearing from you.

Sincerely,

Your Name

Format 2

While Format 1 is the most common amongst Wabash cover letters, Format 2 is also acceptable. Instead of writing in your address, you can take the heading from your resume and put it at the top of your cover letter.

Alex F. Upperclassman

200 S. Milner St., Vallejo, CA 94589

afsophom20@wabash.edu | (805) 565-9999 | linkedin.com/in/alexfupperclassman

August 14, 2016

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Sincerely,

Your Name

IMPORTANT NOTES & TIPS

Originality

- Do not copy the wording of a cover letter example or of past cover letters you have written.
- Use specific, real-world examples that pertain to the job you're applying for

Formatting

- Center your letter on the page
- Do not feel the need to re-hash your entire resume; keep your letter short and to the point
- Address your letter to the contact listed in the WabashWorks job posting
- Double-check for grammar and spelling; read it out loud to catch problems
- Bring your cover letter by Career Services if you would like someone to help you with proofreading and formatting