

THE COVER LETTER

A cover letter should accompany your resume for every application.

A cover letter should be used because:

- Peaks the employer's interest in your resume/application.
- Allows you to further market your qualifications by connecting information on your resume with the position's requirements.
- Displays evidence of your professionalism, sincere interest in the position, and written communication skills.
- Gives you an opportunity to make a positive first impression.

Tips to create an effective cover letter:

- Address it to a specific person in the company or a position title (e.g. Manager or Human Resources Manager).
- Tailor it to the employer and the position using your own words.
- PROOFREAD!
- Be sure there are no spelling, grammatical and punctuation errors.
- Use Ma-noa Career Center's review service to receive feedback.

Tips to format a professional cover letter:

- Follow business letter format (see example on right side of page).
- Keep to one page.
- Use a 1-inch top, left, and right margin.
- Print on quality, neutral-colored paper.

Use your own words.



MĀNOA
career center

University of Hawai'i at Mānoa
Queen Lili'uokalani Center for Student Services 212
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An Equal Employment Opportunity/Affirmative Action Institution.

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E careers@hawaii.edu
W manoa.hawaii.edu/careercenter

COVER LETTER FORMAT

]	1-inch top margin
Your street address City, State Zip code Date]	At least 1 blank line or multiple blank lines to make top and bottom margins even
Employer's name Employer's position title Company's name Company's address City, State Zip code]	Use appropriate salutation (Mr./Ms./Dr.) with employer's name
Dear Employer's Last Name:]	Salutation + employer's last name
<p>First paragraph identifies the position, company' name, and how you learned about it. Also, tells why you are interested in it.</p>		
<p>Middle paragraph describes your education, experiences and skills that make you qualified for the position.</p>		
<p>Closing paragraph tells what is enclosed with the letter, thanks the reader and provides your contact information.</p>		
Sincerely,]	Leave 3 blank lines for your signature
Your first name + last name		
Enclosure(s)]	Informs the reader that other documents are enclosed with the letter

COVER LETTER SAMPLE #1

1234 Ala Wai Blvd.
Honolulu, HI 96800
July 5, 20XX

Ms. Malia Smith
Human Resources Director
Island Wide Inc.
568 Bishop Street, Suite 1000
Honolulu, HI 96813

Dear Ms. Smith:

I am interested in applying for the Marketing Assistant position that was listed on the University of Hawai'i Mānoa Career Center's web site on July 3, 20XX. I am very interested in this position because of the opportunity to have a role in promoting Hawaii's many cultural groups.

I will be obtaining a Bachelor's degree in August 20XX in Psychology from the University of Hawai'i at Mānoa. The course work for this degree gave me many opportunities to develop my researching, writing and computer skills. In addition, I acquired oral communication skills through the required participation in seminar discussions and project presentations. During my years at the university, I also worked at several part-time jobs on campus and in the community. These were very helpful in learning to interact with the public and working in an office environment where multi-tasking with computer data entry and responding to incoming calls and service counter inquiries were part of the work day. I believe my skills, experiences and educational background make me a good fit for this position.

I am enclosing my resume to provide you with more details of my qualifications. I would appreciate an opportunity to discuss my interest and qualifications in person. Please call me at your earliest convenience at (808) 770-0000. Thank you for considering my application.

Sincerely yours,

Toni Mālama

Enclosure(s)

COVER LETTER SAMPLE #2

2563 Dole Street, #1234
Honolulu, HI 96822
November 1, 20XX

Hiring Manager
PCH Systems
1111 Dominis Street
Honolulu, HI 96812

Dear Hiring Manager:

I am applying for the intern position for summer 20XX with PCH Systems that I learned about from the Mānoa Career Center's sece job board. It is an opportunity that fits well with my career goal of working in the high tech industry and will give me the opportunity to gain hands-on experiences.

I am currently a junior majoring in computer engineering in the College of Engineering at the University of Hawai'i at Mānoa. EE ###, (name of course), that I took in the fall gave me a broader view of the many fields I can enter and I have become especially interested in your company's work. I have gained a solid understanding of current computing environments and feel that this will allow me to support your projects. I have held a student services part-time job since I began to attend the university giving me very good time management skills and compliments about my work ethics from my supervisor.

I am submitting my resume and copy of my transcript as part of my application packet. Please contact me at 808.957.1000 or mkeawe@hawaii.edu to arrange an interview. I thank you for considering my application and look forward to hearing from you.

Sincerely yours,

Mason Keawe

Enclosures (2)