

# GENERAL CONTENT FOR COVER LETTER

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University of Kentucky Stuckert Career Center | 408 Rose Street | (859)257-2746 | [www.uky.edu/careercenter](http://www.uky.edu/careercenter)

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Your Present Address  
City, State, Zip Code

Date

Mr./Ms./Dr. First and Last Name of Individual  
Job Title of Individual  
Company or Organization Name  
Street Address or P.O. Box Number  
City, State, Zip Code

Dear Mr./Ms./Dr. \_\_\_\_\_:

Cover letters are usually three to five paragraphs long, centered on one page, and written in a conversational style with short sentences. The first paragraph indicates why you are writing:

- State the position you are applying for and how you learned of it.
- Briefly state “I believe that I’m qualified for the position because...”
- Cover letter is not designed to repeat the resume verbatim.

The middle paragraph(s) highlight the most significant information the employer will need based on the job description, qualifications and responsibilities of the role:

- Describe your education in more detail, highlighting your specialized training, related courses, and class projects.
- Describe experiences/opportunities/characteristics that are not listed on your resume, especially if they demonstrate skills related to the job posting.

The closing paragraph summarizes your qualifications and interest in the employer. Close the letter with an appropriate request for action:

- Ask the employer for an opportunity to meet to further discuss your qualifications. Provide your phone number and email address and indicate when you are available and the times to meet.
- Thank the employer for their time and consideration.

Sincerely,

(Electronic or hand-written signature)

Full typed name

# SEVEN COMMON COVER LETTER MISTAKES

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While it is important to write a cover letter for each position for which you are applying, a poorly written cover letter can land your application in the trash can. Don't make any of these common mistakes!

1. **Don't address the letter "Dear Sirs" or "To whom it may concern".** The person reading your letter may be a woman who won't be impressed with this salutation. Instead, find out the name of the person who will be reviewing your resume by contacting the company's human resources department, or address them formally in your letter as **"Dear Mr./Ms./Dr. Last Name"**. Use *"Dear Hiring Official"* or *"Hiring Manager"* if you are unable to obtain a name.
2. **Don't forget to state the position for which you are applying.** Including reference numbers can be helpful as many companies advertise more than one position at a time.
3. **Don't send a cover letter that has not been thoroughly proofread.** Typographical and grammatical errors (such as confusing "you're" with "your") create a poor impression. Prevent this by meeting with your career advisor to critique your resume. Be sure to use spell check, but don't rely on it completely.
4. **Don't focus on what you want or what you will gain from this experience.** Focus instead on what the employer will gain by hiring you. Focus on the value you can bring to the employer, such as increasing revenues or cutting costs.
5. **Don't send a generic letter.** Be sure you are researching the company that you are applying to and read the job description thoroughly. You want to be knowledgeable about the company, including their products and achievements, to discuss it with an employer in an interview.
6. **Don't present yourself negatively.** Never mention your weaknesses or lack of experience. Avoid comments such as "I've already sent out a bunch of resumes without much luck".
7. **Don't challenge them to hire you.** Employers will be turned off if you say something like "It's your loss if you don't hire me". Instead, show them examples of your accomplishments and why you would be an asset to their company.



# COVER LETTER SAMPLE

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3456 Westview Road  
Lexington, Kentucky 40504

August 1, 2024

Mr. Henry Turner  
Human Resources Manager  
News Today  
12123 West Center Road  
Louisville, Kentucky 68134

Dear Mr. Turner:

I am applying to the position of Associate Editor as advertised on the University of Kentucky's Handshake platform, I know I could make a significant contribution in helping News Today grow its audience and various platforms of news media. I have over three years of experience in writing and a strong educational background in communication and journalism.

I am currently the Editor of Wildcat Weekly, the campus events newsletter for students, faculty, and staff of the University of Kentucky. Having made numerous column articles and blogs to Wildcat Weekly and other local newspapers during my academic career at the University of Kentucky, I am confident that I can generate featured news and expand your readership. I worked as part of a team to design and implement a digital newsletter for our campus' sustainability initiative using WIX technology. The digital newsletter will provide weekly information on campus events while reducing the cost and materials use of traditional newspapers by 25%. As the Editor, I have developed my communication, organization, and web development skills.

The enclosed resume highlights my top skills and qualifications. I would appreciate the opportunity to meet with you to further discuss my qualifications. You can reach me at 555-555-555 or by email at [anycareercenter@any.edu](mailto:anycareercenter@any.edu). I look forward to hearing from you at your earliest convenience.

Thank you for your time and consideration.

Sincerely,

*Jane Sample*

Jane Sample



## COVER LETTER SAMPLE VIA EMAIL

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Mrs. Smith:

I am writing to introduce myself at the suggestion of Career Advisor John Jones with the University of Kentucky. He has indicated to me that you are very interested in talking to junior biochemistry students regarding possible internship opportunities.

I have an academic background in biochemistry combined with a summer of research assistantship experience in molecular and cellular biochemistry. My recent research assistantship at the University of Kentucky Department of Biochemistry allowed me to further develop and strengthen my technical and analytical/problem solving skills. I experienced a successful completion of a major project involving regulating protein translation and cell growth by a dephosphorylating protein. As John Jones indicated that this type of research is a major concern for your organization over the next year, I believe that I could make a significant and valuable contribution on that project as well as other challenges.

My resume is attached for your review. I would like to meet with you to learn more about the company and internship opportunities.

Thank you for your time and consideration.

Sincerely,

*Jack Sample*

Jack Sample  
124 Avenue Road  
Lexington, KY 40504  
859-257-2746

