

# COVER LETTER GUIDE

## INSERT RESUME HEADING

Date

Company Address

To whom it may concern,

First paragraph should include:

- The name of the position you are applying for and where you found it. (solicited only)
- Your academic background and year in school, i.e., junior marketing major with a professional writing certificate also if you were referred by a specific person-family member, friend from school, etc.
- What type of position you are looking for: an internship, a part-time professional position, a full-time position. (unsolicited only)

Second paragraph should include:

- A demonstration of how you possess the skills and experiences they are looking for-match to what is listed in the job description. (solicited only)
- Use bullets to make it easier to read.
- What your key skills and abilities are. Since you don't have a job description to match this section to, you need to identify your most developed skills and also think of the top skills this employer may be looking for. (unsolicited only)

Third paragraph should include:

- Why you want to work for that particular employer. Has it been a long-term goal? Are you a loyal customer who buys/uses their product? You are looking for an opportunity to work with an employer who is seen as a leader in their industry. (solicited only)
- Since there might not be a position available, you really need to sell yourself to the employer. Why should they give you an opportunity with them? Mention things similar to the solicited cover letter: it has been a long-term goal to work for them, you are a loyal customer familiar with their products, believe in their new initiatives, etc. (unsolicited only)

Last paragraph should include:

- Thank them for their time and attention. Mention that you will be following up with them in x number of days.

Sincerely,  
Name

## JANE DOE

Ojd093@pitt.edu | 456-896-9689 | 7589 Pittsburgh Street, Pittsburgh, PA 15678

September 05, 2022

PNC Financial Services Group  
249 Fifth Avenue  
Pittsburgh, PA 15222

To whom it may concern,

My name is Jane Doe and I am a junior at the University of Pittsburgh College of Business Administration double majoring in Human Resources and Marketing while pursuing a Certificate in Leadership and Ethics. I am submitting my strong interest for the Summer 2018 Human Resources Internship Program.

Through my coursework at the University, I am completing the staffing and development course and will be working directly with PNC as a PNC EBL project member to develop a recruiting and staffing system to be used for future hiring needs. Aside from academics, this fall I will be working as a Talent Acquisition Extern at UPMC and will be helping with the recruitment process by attending recruitment events, reaching out to candidates, and helping to prepare final interviews.

Additionally, I have had exposure and experience with human resources management in my past internship as well as my leadership position on the executive board for Women in Business. This past summer, I interned at the Institute for Entrepreneurial Excellence as a Marketing and Program Development Intern. It was my responsibility to reach out to past participants of the consulting firm, schedule interviews with them, and facilitate those interviews with the questions that I wrote. I am also the VP of Marketing and Member Relations for Women in Business at the University, and it is my job to plan and organize recruitment events as well as plan and lead social events throughout the semester.

Because I am studying ethics, company culture is important to me. PNC's values of integrity, teamwork, and diversity are three that stand out to me. I try to live every day with honesty and strong moral principles through the work I do. Throughout my college career, I have worked on several team projects with real life clients which has taught me about the value and importance of teamwork in the workforce. Additionally, as an emerging woman in business, PNC's commitment to diversity in the workplace strongly appeals to me and I am humbled and excited to be able to attend the 2018 Women's Summit this year.

At PNC, a leader in many areas in the industry, I believe the challenges offered by your firm will satisfy my hunger for learning, challenges, and available opportunities I seek. I appreciate your interest and thank you for your consideration.

Sincerely,  
Jane Doe

University of Pittsburgh  
**PittBusiness**

College of Business Administration  
**Career Development**