



College of Human Ecology

# Cover Letter Tips & Tricks

Career Exploration Center



# Where is the CEC?

*Working Remotely* this Semester through Zoom!



Schedule 30-minute appointments with us at:

[calendly.com/hecec](https://calendly.com/hecec)



## **Our Hours:**

10:00 AM – 4:00 PM M – Th

10:00 AM – 2:00 PM Fri

## **Special Hours:**

8:00 AM - 9:00 AM MF

10:00 PM - 11:00 PM MF

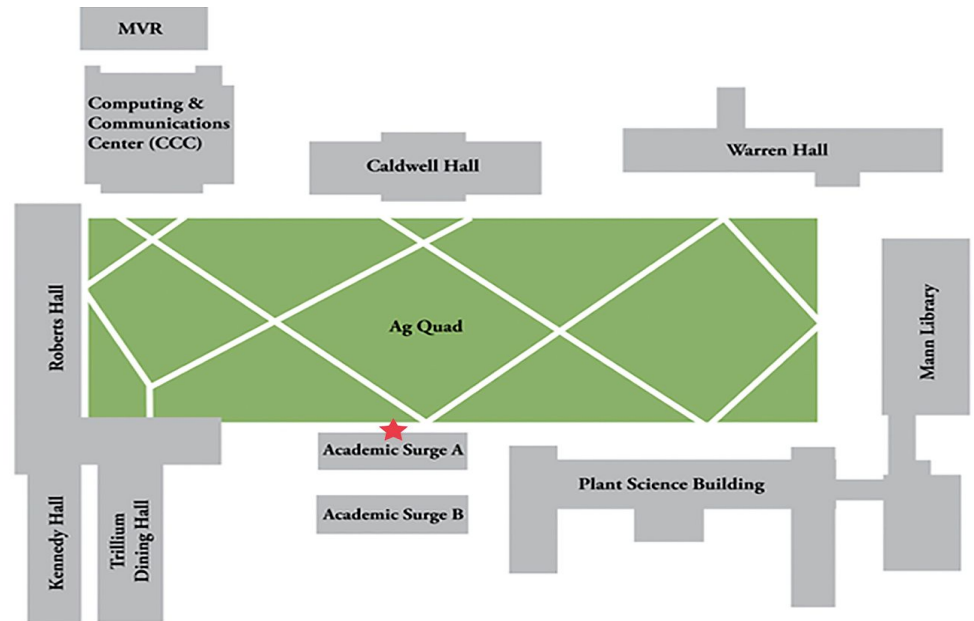
# Where is the CEC?

Located at 119 Academic Surge A ★

## Our Hours:

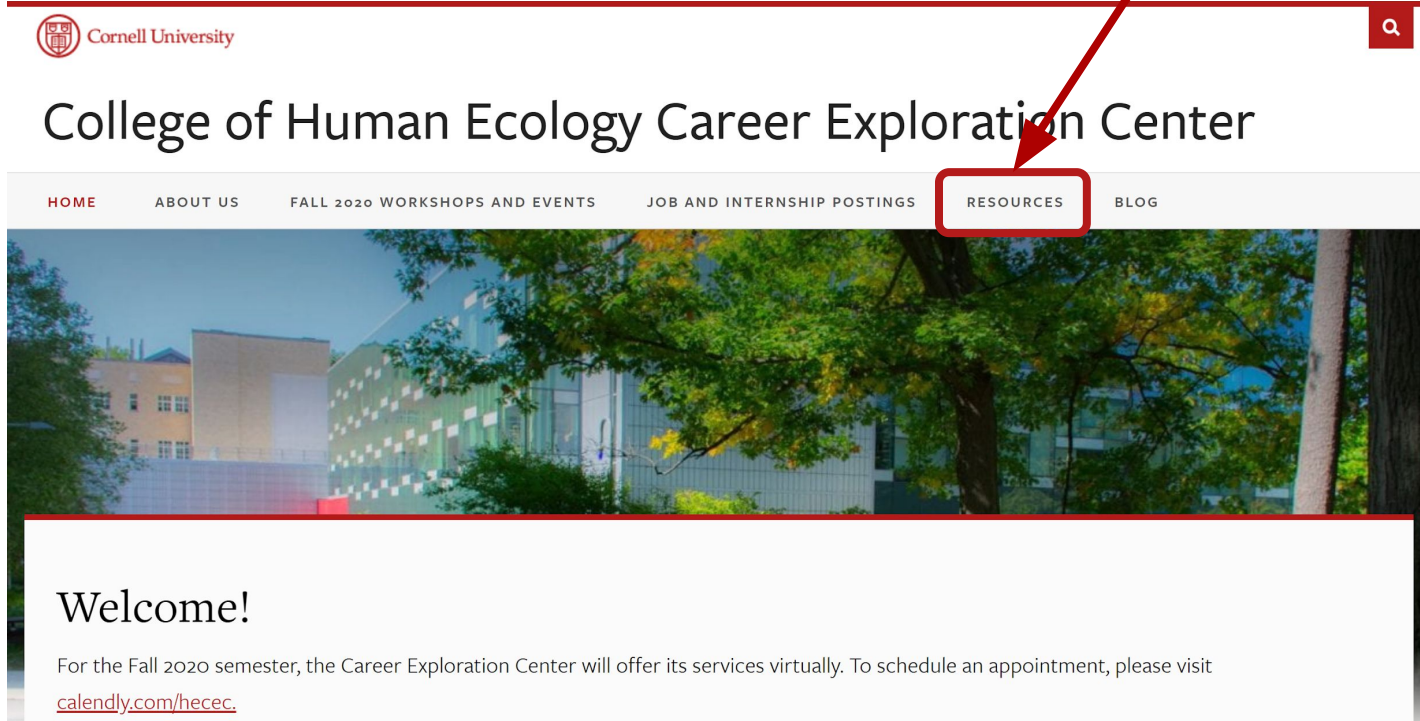
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# Check out our website!

<https://hecec.human.cornell.edu>



Cornell University

College of Human Ecology Career Exploration Center

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Welcome!

For the Fall 2020 semester, the Career Exploration Center will offer its services virtually. To schedule an appointment, please visit [calendly.com/hecec](https://calendly.com/hecec).

# What can the CEC do for you?

- Walk-in resume and cover letter critiques
- Mock interviews (schedule at least 3 business days in advance for tailored interviews)
- Help jumpstart your internship, job, or graduate school search
- Facilitate your career exploration at any stage
- Provide information on off-campus opportunities, like Practicing Medicine, Cornell in Washington, and study abroad
- Foster student-alumni connections
- Networking advice through CUeLinks, Handshake, and LinkedIn

# What does a Cover Letter do?

- Introduces you to a potential employer
- Expresses your interest in a certain position one page professional letter
- Highlight relevant items on your resume
- Show how your skills and experiences align with employer's specific needs
- Ultimate goal is to have employer read your resume and give you an interview

# Steps to Writing a Cover Letter

1. Research the employer: show why you are a good fit for the organization based on your skills, abilities, values
2. Analyze job description: review duties and qualifications of job
3. Analyze background: reflect on your strengths, work experience, internships, extracurricular activities to see how you fit in relation to the job

# General Format

1. Introduction - arouse the reader's interest, state the position you seek, show that you know your career goals, mention personal contacts
2. 2nd & 3rd paragraphs - present facts within your experiences that describe your assets and qualifications, show what you can do for the company
3. Closing - summarize how your qualifications are a good fit for the position, state a specific time frame of when to follow up, thank them for their consideration



# Important Points

- Always include both the company and your address
- Individualize the letter for the company
- Avoid unnecessary flattery, exaggeration, and being overly grateful
- Avoid empty cliches such as "I am a hard worker"
- Sign your name in black ink

Question  
s?





the  
**TEAM**



Mon-Fri  
10AM-4PM EST  
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