

Cover Letter

The co-op cover letter is a powerful part of the application process. The cover letter communicates a specific message to potential employers, and should answer the most fundamental employment question of all: *Why should I hire you?* Use the letter to highlight what sets you apart from other candidates. Any unique characteristics that will positively influence an employer should be addressed in this letter.

Co-op cover letter should include these points:

- Academic history and interests
- Why you chose to pursue your current major
- Why you are interested in the Co-op program
- Traits and characteristics developed through employment and education experience that prepared you for Co-op employment. Include specific examples or refer to examples in your resume
- Explain special skills that make you a strong candidate
- Request an interview with the employer

Remember the following points when developing your Co-op cover letter:

- Address letter to "Dear Co-op Employer"
- It is not necessary to include your contact information or the date, as this information will be given in your Co-op Resume
- Provide a clear, concise letter of approximately three to five paragraphs
- Keep cover letter to one page in length
- Use the same font/size/style/etc. as the resume

Employers are interested in students who can communicate well and pay attention to detail. The cover letter is your first chance to display these abilities. The following are some additional tips to help you prepare your letter:

- Organize your thoughts before writing. An outline will help avoid "rambling"
- Use action verbs liberally
- Show a broad range of writing abilities by varying the length and style of your sentences. A combination of short declarative sentences and longer complex sentences creates a dynamic and easy-to-read letter.
- Avoid negative phrases and words such as "feel," "believe," and "if possible."
- Have someone who writes and speaks English well carefully proofread for spelling and grammatical errors.
- The Co-op Office is available to work alongside you in creating a successful Cover Letter. When you have completed your letter, please upload the word document to your Symplicity profile.