Writing Your Cover Letter

A cover letter should communicate your strong interest in the company and your enthusiasm for the position or internship you are applying for.

**Purpose of the Cover Letter**
- Brief overview of qualifications.
- Differentiate yourself from the crowd.
- Captivate the attention of the reader.
- Communicate interest in the organization.
- Convince the employer of your skills and accomplishments.

**Rules for Cover Letters**
- Address the employer’s “wish list”.
- Assess the employer’s needs.
- Actively promote yourself.

**Focus on What You Have to Offer**
- Describe how your skills, expertise, and past accomplishments can benefit the employer.
- Follow standard business protocol.
- Write clearly and concisely, and check your letter for spelling and grammar.
- Use the same font and paper that you used for your resume.

**Send Your Letter to a Specific Individual**
- Ideally, the letter should be addressed to the person who is likely to make employment decisions. It may take some resourcefulness on your part to identify this person, but the letter will probably be better received.
- Make sure you have the correct spelling of their name and title before mailing.
- If you cannot find the name of the person the letter is addressed to, you may use a title that is specific such as “Dear Hiring Manager” or “Dear Internship Coordinator”.
- Don’t forget to sign your letter, if sending a hard copy.

**Additional Cover Letter Resources**
Meet with a Career Counselor during drop-in hours or schedule an appointment for a one-on-one cover letter critique. For more information, please visit [career.ucla.edu](http://career.ucla.edu). You can also see multiple cover letter samples in your Vault account (access through Handshake homepage).
Cover Letter Template
See multiple cover letter examples in your Vault account (access through Handshake)

Your Name
Address, City, State, Zip Code
Phone number, Email

Date

Name of Contact
Title
Name of Organization
Address
City, State Zip Code

Dear ________________,

INTRODUCTION: State the position or type of work for which you are applying. Identify how you heard of the position (e.g., UCLA Career Center or through a business contact / referral). Briefly (in one or two sentences) introduce yourself and explain your interest in the job and something about the company that attracts you (will show your ambition, passion, and interest).

SELL YOURSELF: Expand on why you’re qualified for the position. Highlight two or three major accomplishments that demonstrate your initiative, creativity, follow through, communication skills, and problem-solving capabilities. Be sure to draw a connection between the needs of the current job opening and the skills you can bring to the job. Research the company and industry beforehand.

ASK FOR AN INTERVIEW: Reemphasize your interest, politely thank the employer for their time, and request an interview.

Sincerely,

Sign Your Name Here

Your name typed

Enclosure: Resume

1. Use the same heading as your resume to create a “letterhead” for your documents.
2. If you cannot find the name of the contact, consider addressing the letter to “Hiring Manager” or “Internship Coordinator.”
3. The “SELL YOURSELF” section can be either one or two paragraphs.
4. When sending an electronic copy, either insert a JPG of your signature, or use a script font.
5. You might also include other documents requested in the job description. For example, an unofficial transcript, writing sample, or salary history.
Internship Cover Letter Example

NOTE: This is just one example of how to tailor a career letter to a specific job description. Do not copy any of the language or feel that you need to stick to this format. Your cover letter should be as unique as you!

JESSICA BRUIN
501 Westwood Plaza | Los Angeles, California 90095 | (310) 206-1931 | jjbruin@ucla.edu

January 06, 20XX

Internship Program
Walt Disney Studios
500 South Buena Vista Street
Burbank, CA 91521

Dear Internship Coordinator:

I would like to be considered for the Walt Disney accounting internship program posted on UCLA’s Handshake website. I am currently a junior and majoring in Business Economics with a minor in Accounting at the University of California, Los Angeles. My academic integrity and work experience have given me the essential skills to excel as a member of your team.

My interests in accounting first started last year when I had the opportunity to volunteer with low income residents and help them with their federal and state income tax returns. My coursework in accounting, finance, and management has provided the strong quantitative and analytical skills mentioned in your internship posting.

This internship program provides a great opportunity for me to apply my communication, organizational, creative, and quantitative skills in a collaborative and interactive environment. For the past two years I have worked as a student assistant for the UCLA Anderson School of Management. This position requires organization, effective communication, and technical skills, as I am responsible for scheduling appointments and interfacing with prominent alumni and professionals. Having such an important role, I have truly learned how to effectively manage my time to balance my work, school, and leadership commitments. This position has provided me with an opportunity to develop strong communication and computer skills from using programs like Excel and PowerPoint in addition to learning how to prioritize tasks to ensure all projects are completed in a timely manner.

I believe that I will provide an immediate benefit to the Accounting team at Disney because I am a dedicated and determined individual. Thank you for your time and consideration, I look forward to scheduling an interview where I can talk more about my interests and qualifications.

Sincerely,

Jessica Bruin

JOB DESCRIPTION:
The Financial Audit Internship is located in Glendale, California and resides within Corporate Management Audit at The Walt Disney Company. Corporate Management Audit consists of a team of audit professionals that performs integrated audits in the areas of design, efficiency, and effectiveness of internal controls. The department schedules and plans audits, monitors fieldwork progress, and communicates results and recommendations with senior management. The intern will assist Financial Audit Seniors and Managers with audit planning, fieldwork, documentation, and reporting tasks; develop financial auditing, accounting, and general analytical skills; work with Enterprise Resource Planning system (SAP) to extract data and perform analytics using Excel, Access, and other tools; and assist in preparation and presentation of various projects in assigned audit areas and provide solutions to problems as needed.

Emphasis in ACCOUNTING, Finance, Business Administration, or related fields is desired. General accounting and business process knowledge related to financial statements, revenue recognition, account reconciliation, amortization, etc.

Strong proficiency in Microsoft Office, with an emphasis in EXCEL AND POWERPOINT, EXCELLENT VERBAL AND WRITTEN COMMUNICATION SKILLS. Ability to adapt behavior and approach to different people and situations, including working well independently and with teams. Maturity, self-confidence, and tactful assertiveness. Only students who are actively enrolled in a college and working towards a degree will be considered for this opportunity.

1. If the location is not listed on the job description, use Google to find a street address for the local office.
2. If the position description does not include a contact name, consider using “Internship Coordinator” for internship applications.

40 | Career Guide 2018-19
Reference List Example

Roger Bruin
501 Westwood Plaza ∙ Los Angeles, CA 90095 ∙ 310.555.5555 ∙ rbruin@ucla.net

REFERENCE LIST

Mr. Samuel Rivers  
Director, Big Brothers Big Sisters of LA  
800 South Figueroa St. Suite 620  
Los Angeles, CA 90017  
(310) 555-5555  
sr@bbbslaie.org  
Relationship: Supervisor

Ms. Brenda Smith  
Owner, Market Café  
1111 Montana Ave.  
Santa Monica, CA 90403  
(310) 999-9999  
bsmith@market.net  
Relationship: Employer

Dr. Sally Wonder  
English Professor, University of California, Los Angeles  
158 Humanities Building  
Los Angeles, CA 90095  
(310) 555-5555  
wonder@ucla.net  
Relationship: Professor

1. Use the same heading as your resume to create a “letterhead” for your documents.