



# Career Development & Experiential Learning Center

## COVER LETTER



Contact us:  
[careercenter@norwalk.edu](mailto:careercenter@norwalk.edu)  
(203) 857 - 6947

**CT STATE**  
COMMUNITY COLLEGE  
NORWALK

# Anatomy of a Cover Letter

This is a guide to help you understand what to include in a cover letter and the format

## Traditional Format:

Your street address

City, ST, zip code

[Recommendation: Use same header style as your resume]

Month Day, YYY

Contact's Name

Contact's Title (Start here if contact name is unknown)

Organization Name

Street Address

City, ST, zip code

### Tip:

If you are sending your cover letter in the body of an email, omit the information to the left and begin with the salutation. Be sure to add in a subject line, such as "Candidate for [Job Title]"

## Salutation

Dear Mr./Ms./Dr. Lastname

[Note: If name is unknown, write Dear Recruiter/Hiring Manager/Internship Coordinator or something similar.]

## Opening Paragraph:

Start by highlighting something interesting about yourself, like how a course inspired you or internship confirmed a career path. Write with enthusiasm and demonstrate you recognize what this organization is trying to accomplish. Tell the reader what appeals to you about that role/firm. Include contacts you've had with the firm, like if you met a representative at an information session or were referred by a friend/alumn/career center.

## Middle Paragraph:

Convey your story or the context around/themes running through your experiences. Highlight key accomplishments and how they support your candidacy. Use examples to demonstrate the value you can add to the organization.

Point out commonalities between your experiences and the work environment. Respond to the stated mission, purpose and/or goals of the organization and why you want to support their work. Demonstrate a connection between your skillset and the needs of the organization.

## Last Paragraph:

Express appreciation for being considered. Include your phone number, email address here if it's not already in your header. Reiterate your interest in the organization/role and the opportunity to further discuss your qualifications.

## Closing:

Sincerely,

[Note: Leave 3-4 blank lines then type name. On printed document, sign your name in this space]

Firstname M. Lastname



# Sample Letter: Response to a Job Posting

## Patrick Panther

Phone: 203-555-5555

[www.linkedin.com/in/patrickpanther](http://www.linkedin.com/in/patrickpanther)

[patrickpanther@gmail.com](mailto:patrickpanther@gmail.com)

Month DD, YYYY

Kayla Song  
Recruiting Manager  
Ernst and Young  
300 First Stamford Place  
Stamford, CT 06901

Dear Ms. Song,

An announcement from my college's Center for Career Development and Experiential Learning office about a new entry-level accounting position immediately sparked my interest. With my strong understanding of business and accounting principles gained throughout my educational background, as well as my superior organizational and analytical abilities, I am confident in my ability to significantly benefit your company while utilizing the necessary tools and skills to enable a longstanding accounting career.

I have an Associate Degree of Science in Accounting and Bookkeeping Certification. With a solid education and two years of full-time summer accounting internships and two semesters of part-time internships, I have attained comprehensive knowledge of accounting principles. Within the organizations I interned for, I have had the opportunity to hold leadership roles where I managed projects. I oversaw accounting-focused business projects while excelling within challenging analytical environments. I utilized my organizational, interpersonal, and motivational skills to provide excellent service and generate peak results. I thrive in both independent and collaborative team-oriented environments.

With my previous experience in business and accounting functions, coupled with my enthusiasm and dedication to achieving success, I believe I would make an excellent candidate for this position. I look forward to discussing how I can better meet your needs and objectives in person. Thank you for your time and consideration.

Sincerely,

Patrick Panther



# Sample Letter: General Inquiry

Not all internships or jobs are the direct result of a posting. You may also reach out to a company for a general inquiry about a possible opportunity

To campaign@rabbitforsenate.org

## Internship Inquiry

Dear Campaign Coordinator,

I am an avid follower of local political campaigns, and it is my hope to join your organization this summer to support the work of senatorial candidate Roger Rabbit. Although I did not see a formal internship program posted on your website, I wanted to share my background with you for consideration.

At CT State Norwalk, I am working towards my CSCU Pathway Transfer Degree: Political Science Studies, A.A. Upon graduation in May 2025, I will transfer to the University of Connecticut and obtain my Bachelor of Science. I have experience managing a student election campaign, tracking media stories, and conducting voter outreach. I am competitive by nature and channel this energy into both academic and athletic endeavors, maintaining a strong GPA while serving as the Student Government Vice President.

As a veteran of the United States Army, I am most impressed with the work that Mr. Rabbit has done to engage veterans in community development. I also come from a military family and actively advocate for efforts that provide comprehensive health and social services to this population.

My fall semester ends on May 25th and I am available to work from early June through late August. I may be reached at (203) 555-5555 or patrickpanther@gmail.com to discuss the campaign and potential opportunities for the summer. I very much appreciate your time.

Sincerely,

Patrick Panther



# Interpreting a Job Description Worksheet

A cover letter answers three basic questions: Who are you and what are you applying for? What value can you add to this organization? Why are you interested in this particular opportunity? This worksheet is designed to help you think of the answers to these questions, then present them in a compelling way. Refer to a specific job description to complete the chart below.

## THE JOB DESCRIPTION

## HOW I MATCH

<b>List three traits sought in a candidate</b> (e.g., strong presentation skills)	<b>List three phrases describing your personality</b> (e.g., confident public speaker)
<b>List three job duties/responsibilities</b> (e.g., source newsworthy items from media outlets)	<b>List an achievement related to each duty</b> (e.g., curated hundreds of news clippings weekly)
<b>List three facts about the organization</b> (e.g., leading aircraft manufacturing firm)	<b>List why you find that fact appealing</b> (e.g., firm uses tech to prototype new planes)

### Next Steps:

- Review the standard cover letter format (p. 2) and the sample cover letter (p. 3).
- Craft your letter in your own voice.
- Match the tone of the job description and organization.



# Organization/Agency Information Worksheet

If you find yourself struggling to answer the question, "Why do you want to work for this organization?" use this worksheet to learn more about the organization first. You can answer these questions by reviewing the company website, company summaries on Vault.com, checking Glassdoor.com, conducting an internet search for recent articles or updates about the company and (when possible) speaking with employees at career events or through informational conversations. Use the findings to craft a letter that shows you know what the organization does and what you want to support their efforts.

What is the organization's mission?

What product/services does this organization provide?

How does this organization stand out from its competitors?

Describe any of the organization's community engagement projects or employee development programs.

List an internship or entry level role or job function you'd enjoy within this organization.

Identify skills needed for this type of position and examples to demonstrate you have them.

## Next Steps:

- Review the standard cover letter (p.2) and the sample cover letter (p.3)
- Craft your letter in your own voice.
- Match the tone of the job description and organization.



# Organization/Agency Information Worksheet

## Introduction

The weak opening line lacks enthusiasm and originality. The better ones hit key points (who I am, why I am writing) and the best one demonstrates a connection between the applicant's skillset and the organization.

### Weak

I am a junior sociology major seeking a summer journalism internship.

### Better

I am interested in using my writing skills this summer in your journalism internship. As a junior sociology major, I have had the opportunity to develop my writing skills through my academic work and submissions to a University magazine.

### Best

I am an avid reader of People and Places Magazine and was inspired to launch a travel blog [link] after my semester abroad. With an interest in creative writing and a global focus, I am excited to apply for the creative writing internship at your publication.

## "About Me" Content

The first line is weak because it is simply a list of skills. The better sentence demonstrates achievements with those skills, and the best one tells a story that ties the skills and achievements together.

### Weak

I have strong writing skills and am proficient in Microsoft Publisher and Adobe InDesign.

### Better

With strong writing skills and a proficiency in Microsoft Publisher and Adobe InDesign, I have created dozens of flyers for the Princeton Writing Club and submitted three articles to Student Magazine.

### Best

I was recognized by my internship employer for my writing and creativity when I wrote website content to highlight new products. On campus I contribute to Student Magazine, and my articles engage readers and capture their attention.

## "About the Organization" Content

A weak letter skips parts altogether, and recruiters will notice it missing. The better letter references the organization but is written like a sales pitch. The best letter shows the writer's interest and common traits

### Weak

People & Places Magazine has won more Ellie Awards than any other publication in the past decade.

### Better

I am committed to writing excellence and admire People & Places Magazine's long-standing record as a leading industry publication

### Best

## Conclusion

A weak closing focuses on the job seeker's wants and does not express appreciation for being considered. A better one is more polite, and the best version reiterates both the applicant's interest and value to the company and calls the reader to action

### Weak

This internship would be a great opportunity to improve my writing skills. Please feel free to call me if you'd like more information.

### Better

Thank you for your time and consideration. I hope to hear from you soon.

### Best

I am excited about the journalism internship and am confident you will find my background a strong match for your organization. I look forward to speaking with you soon about the role and my qualifications.



# Paralegal Cover Letter Sample

[Today's Date]

[Hiring Manager's Name]

[Company Address]

[Company City, State XXXXX]

[(XXX) XXX - XXXX]

[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Manager's Name],

This letter is in regard to my interest in applying for the entry-level paralegal position at [Company Name]. With my skills and qualifications, I am more than capable of providing paralegal support services to protect your company's innovations and intellectual property.

While pursuing an Associate Degree in Paralegal Studies from CT State Norwalk, I have developed knowledge of intellectual property law. As a member of the Junior Paralegal Club, I was able to stay up to date on all current affairs in relation to corporate law. With an internship at a mid-size law firm I was able to apply this knowledge and gain hands on experience in the field.

During my internship with The Wachester Firm, I was responsible for:

- The preparation of documents for criminal and civil trials by scheduling and conducting interviews with clients, witnesses, and other lawyers.
- Creating and maintaining a paper and electronic litigation database.
- In-depth research and analysis of cases on corporate governance and litigation.

Together, I believe my educational background and internship experience make me a suitable candidate for the paralegal position at your firm. I have attached my resume highlighting my academic and professional skills, and I look forward to hearing from you in due course. I appreciate your time and consideration.

Sincerely,

[Your Name]

