Did You Know?

You can drop-in at the Career Center for a 10 minute cover letter critique

#HireHighlanders  #UCRCareerReady
Did You Know?

Writing a strong cover letter will showcase your **written communication skills**

#HireHighlanders  #UCRCareerReady

(951) 827-3631  •  CAREERS.UCR.EDU
Did You Know?

Cover letters should be **tailored** to each position, and should be **personalized**.

#HireHighlanders  #UCRCareerReady
A cover letter can help you explain your **interest** in the company and what **skills** you plan to contribute.
BEWARE OF JOB FRAUD

Learn the red flags to look out for in your job search.

- They’re asking you to shop for them.
- You have to send them money.
- The job sounds too good to be true.
- The job they offer isn’t the one you applied for.
- They won’t meet you in person.
- You can’t verify their information.
- They’re asking for personal information.
- You’ll be working from home.

Learn more about job fraud and how to protect yourself at careers.ucr.edu or contact a career counselor today.

UCR Career Center
CAREERS.UCR.EDU • (951) 827-3631

#UCRCareerReady
Create a Handshake Account

1. Log into [go.ucr.edu/ucrhandshake](http://go.ucr.edu/ucrhandshake) with your UCR username and password.

2. Complete your UCR Handshake profile by adding your resume, photos, skills and more. Make your profile public to employers.

3. Click “Jobs” in the menu bar and start applying. Save searches and sign up for notifications about future opportunities that match your interests!
Cover Letter Writing
Cover Letter

- Expresses interest & qualifications for a particular position
- Personal but professional
- Tailored to position/company
- Explains how you fit with organization & how you will help them
- Expands main points from your resume
- “Sells” qualifications to the prospective employer
Research

Job Position
- General Job Information
- Desired qualifications and skills
- Identify key words from job description

Company/Organization
- Mission Statement, Organization Vision & Goals
Tailor Your Cover Letter

Academic Advisor for Student Athletes
Job # 72150

Description
The Academic Advisor for Student-Athletes holds a professional academic advising position in Athletic Department. The Academic Advisor for Student-Athletes works closely with coaching staff, athletic department administrators, faculty, academic advisors, and other campus offices, departments, and staff who are involved with the academic lives of undergraduate student-athletes to ensure that student-athletes are presented with a broad base of opportunities with which to optimize their experience at University of XYZ. The Academic Advisor for Student-Athletes implements and interprets university and department policies, and identifies and resolves complex issues using advanced knowledge requiring independent judgment.

QUALIFICATIONS
• Advanced degree
• 1-2 years of experience in academic advising and coordinating academic programs in a college or university
• Participation as a Student-Athlete, and/or experience working with Division I Student-Athletes

Knowledge & Skills:
• Strong communication skills to clearly and effectively communicate information to Student-Athletes, internal and external audiences, and management.
• Advanced analysis and problem solving skills, including experience with NCAA compliance rules and regulations
• Strong team work and interpersonal skills.
• Advanced customer service skills.
• Relevant computer systems/technology experience.
• Ability to ensure and apply compliance with legal, financial, and university policies and external regulations.
Never use “To Whom It May Concern”

1st: Explain why are you writing, state your purpose

2nd/3rd: Relevant points on qualifications, why you are a strong candidate

4th: State how and when the employer may contact you

September 4, 2017

Ms. Christina Brown
Vice President
Bright Green Talent
4500 3rd Street
Los Angeles, CA 90210

Dear Ms. Brown:

I was thrilled to come across Bright Green Talent’s advertisement for a College Relations Coordinator on GreenBiz.com. As an engaged environmentalist with a passion for people and positive psychology, I’ve kept an eye on your company’s reputation and presence. I think I’d be a great addition to Bright Green Talent’s Marketing Team due to my knowledge for environmental science and my proven ability to successfully work in leadership roles.

The job description requires someone with strong phone skills, an ability to network, and an outgoing personality. In my previous work as a marketing intern, I developed my skills in all three areas. I managed clients remotely, coordinated teams of marketing assistants working in our company, doubled the firm’s number of projects in one year through active business development and received an employee award for active engagement in my organization. I channel this experience towards helping Bright Green Talent enrich its partnership with the University of California.

I recently graduated from the University of California, where I completed a degree in Environmental Studies with a focus on the educational system. I wrote my senior thesis on how universities are integrating sustainability issues into traditional academic frameworks, in order to prepare students for the 21st century’s resource management challenges. This unique background in training and preparation would translate well to helping talented recent graduates find the first steps in their “green career.”

I am aware that Bright Green Talent is a small team, and that each person must operate relatively independently. In my previous intern role, I took a leadership position in each of the project teams I worked with, and operated efficiently on remote teams where I had to self-impose deadlines and goals. I look forward to bringing my ability to take the initiative and drive projects to grow the business. Please contact me if you have other questions. I look forward to hearing from you.

Sincerely,

Scott Bears
Enclosure: resume
• Address the letter to a specific person if possible

Dear Ms., Mr., Dr., (etc):

Your Name
Mailing Address
City, State, Zip Code
Telephone Number
Email Address

Date

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

Dear Ms., Mr., Dr., (etc):
Scott Bears
900 University Avenue, Riverside, CA 92521
555.555.5555
scott.bears@gmail.com
www.linkedin.com/scottbears

[Month, Day, Year]

Courtney Richardson
University of XYZ
55 University Avenue
Sometown, CA 12345
Example 2

Scott Bears
900 University Ave.
Riverside, CA 92521
951-827-3631

August 8th, 2018

Mr. Will Smith
Superintendent
ABC College
100 University Ave.
Sometown, CA 92521
First Paragraph

- Explain purpose of letter – why you are writing & how you learned about the position
- Introduce yourself
- Explain why interested in the position and the company
- What qualities make you an ideal candidate for the position?
I am very excited to express my interest in the Academic Advisor for Student Athletes position at the University of XYZ. The University of XYZ is a national leader in Division I athletics and is well-respected for emphasizing the holistic development of academic, career and life skills for all student athletes. It would be an honor to be a part of this program. I believe I am an ideal candidate for the position due to my personal experience as a student athlete, my experience serving as an academic advisor for student athletes, and my educational preparation.
Middle Paragraphs

- Highlight skills and benefits to the company
- Emphasize interest in the company
- Provide concrete evidence
  - Show, don’t tell
  - Do not include all information from your resume
As an athletic academic advisor, I developed the skills to investigate and analyze information to draw conclusions about academic concerns regarding at-risk freshmen football athletes. Evaluating grades, course history, and teacher’s comments, I focused my appointments on noticeable behaviors that may have influenced each student’s particular situation. Making sure I scheduled follow-up appointments, I interpreted and applied guidelines and procedures for each individual athlete so they understood what was required of them to remain eligible for current and post seasons.

Successfully witnessing breakthroughs with multiple athletes, we saw as a department student-athletes holding themselves accountable and being educated enough on the expectations of remaining eligible and compliant with university academic expectations. Seeing athletes succeed academically motivates me to continue to put in the extra time needed to ensure they are prepared. I fully intend on bringing the same service to the University of XYZ.

Skills & Qualifications

Mentioned:
- Analytical
- Communication & Interpersonal
- Teamwork
- Follow policies and procedures

Real examples are provided.
Connecting my personal experiences as a former student athlete with current athletes is something that is extremely important to me. If given the opportunity to use this platform to help students, I assure you that my work ethic and attention to detail will exceed the expectations of the position. If you have any questions, please call me at 951-827-3631 or e-mail me at scottbears@ucr.edu. Thank you for your time and consideration. I look forward to hearing from you.
Sincerely,

Scott Bears

Scott Bears

Enclosure: Resume

Sincerely,

Scott Bears

Scott Bears
900 University Avenue #3
Riverside, CA 92521
951-827-3631
scottbears@ucr.edu

Enclosure: Resume
Extra Tips

- TAILOR IT!
- Avoid unprofessional language
- Length – should be one page, depends on industries
- Strongest and most relevant qualifications should be highlighted – limit to a few, Elaborate (do not be vague)
- Demonstrate enthusiasm and originality
- Proofread for typos, grammar error, and spelling
- For a polished look, use the same header style for your contact information that you used for resume
  - font style and size
- Font size 10-12
- Margin 0.5-1 inch
# References

**Scott Bears**  
900 University Avenue, Riverside, CA 92521  
555-555-5555  
scott.bears@gmail.com  
www.linkedin.com/scottbears

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Company/Organization</th>
<th>Phone number</th>
<th>Email Address</th>
<th>Professional Relationship</th>
</tr>
</thead>
</table>

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References

Selena Gomez
Student Athlete Director
Student Athlete Department, University of ABC
951-555-5555
selenagomez@abcuniv.edu
Professional Relationship: Supervisor at University of ABC

Peyton Tanning
Head Football Coach
Athletics Department, University of State
909-555-2222
peytontanning@stateuniv.edu
Professional Relationship: Head Coach of Football Team

Dr. Sheldon Cooper
Professor of Education
Department of Education, University of State
909-555-3333
sheldoncooper@stateuniv.edu
Professional Relationship: Advisor for Master’s Program
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Department of Education, University of State
909-555-3333
sheldoncooper@stateuniv.edu
Professional Relationship: Advisor for Master’s Program
Next Steps

- Have your cover letter reviewed by a Career Counselor
- Upload your cover letter in UCR Handshake
Questions?
Hours:
Mon. - Fri. 8 am to 5 pm except Wed. 9 am to 5 pm

Drop-In Hours:
Mon. - Thurs. 10 am-3pm
Fri. 10 am-12 pm