CSCI 194, Freshman Seminar, Fall 2019
Assignment 3, Cover Letter, Due Oct. 23

Based on,
- Presentations by Industry Advisory Board members
- Presentations by CS/SE students of their internships last summer
- Companies you heard of through the Career Fair
- Other experiences

you may have some idea of the type of company that you would like to work for. Select a company that meets those criteria. Check if they have any open positions that you can apply for. If they don't, find a position announcement for a similar position at another company and pretend that it is for the company you want to work. The position can be full-time, part-time or an internship position.

Write a cover letter for this position.

Turn in the following:
1. Cover letter (worth 70% of grade for this assignment)
2. Resume (10%)
3. The advertisement to which you are responding (20%)

What to Include in a Cover Letter
by Sarah Raymond, Career Services Director
Montana Technological University

Your Name
Your street address or PO Box
Your city, state and zip code
Your phone number (optional here)

Date you will mail letter (for this assignment, you don't need to send the letter, so just write Nov. 5, 2019)

Name of contact person
Their street address or PO Box
Their city, state and zip code

Dear Ms., Mr. or Dr. _____: (Never address "To Whom It May Concern," or "Dear Sir or Madam." If you absolutely cannot obtain a person's name, then use the salutation "Dear Personnel Director:" or similar.)

First Paragraph:
Purpose: To grab the reader's attention and establish interest in employment with that company.
- Provide an opening sentence which entices the reader to continue reading.
- Name the job for which you are applying. Also tell how you learned of the position.
- Mention the name of the person (if any) who referred you to the organization and vacancy-preferably a colleague of the contact person.
- If you are unable to identify a contact, then mention specific knowledge of the company to indicate your interest.

Second Paragraph:
Purpose: Demonstrate your abilities relating to the position, and your potential value to the company, by highlighting your key strengths and experiences.
- Acknowledge the skills required by the position in which you are interested.
- State the specific skills/strengths you are prepared to bring to the company. These skills should parallel those qualities needed to succeed in the position you
- Give examples of your skills and any related work experience (quantified results, accomplishments, and achievements). Explain how these skills will transfer to the position for which you are applying.
- Try not to repeat the information on your resume, instead refer reader to enclosed resume or application.

Final Paragraph:
Purpose: Ensure follow-up action and extend your appreciation for being considered.
- It is best to indicate that you will take the initiative in contacting the employer. End your letter with an action statement. (I will be contacting you on Wed. afternoon to discuss scheduling an interview.)
- Make it easy for the person to contact you. Even though it is on your resume, you should list phone number(s), days, and times where you can be reached.
- Thank them sincerely for their time and consideration of your application.

Sincerely,
Sign your name in ink
Type your name

Enclosures: Resume
               Job announcement

This assignment will be graded as follows:

Characteristics	Maximum Score	Your Score
1. Advertisement of web page included	20	
2. Resume is included	10	
3. Your address included	5	
4. Their address included	5	
5. Date included	3	
6. Salutation	5	
7. Attention getting first paragraph	10	
8. Focus of what you can do for them rather than what they can do for you	5	
9. Letter is tailored for the company	5	
10. Assurance that you will follow-up	3	
11. Show your appreciation	5	
12. Enclosures	2	
13. Grammar	10	
14. No spelling mistakes	10	
15. Avoid slang	2	

Career Services (in the new University Relations Building) offers help with cover letter writing. I will concede to all of their recommendations.