



## Cover Letters & Beyond

### How To Write A Professional Document

Powerful, professional documents convey your value, align your experience and abilities to the needs of the company, and influence the reader. Most importantly, they answer this question for the hiring manager:

#### How can you impact my organization?

We can answer this important question in our professional documents by looking at how our individual strengths and skills connect with or match with the needs of the employer.



#### A Well-written Document:

- Develops a **connection** between you and the employer and the position.
- Tells the employer **why they should hire YOU** specifically, and explains what makes you uniquely qualified to fulfill their needs.
- Gives an opportunity to **convey your unique communication style** and offers a potential employer a first glimpse of your personality.
- Acts as a very useful **writing sample** for employers to determine your ability to write clearly and professionally. (This is why it is so important to proofread!)

#### Types of Professional Documents:



**COVER LETTERS**



**E-NOTES**



**THANK YOU NOTES**



**LINKEDIN CONNECTION REQUESTS**



# DeVry University

## Before you begin writing...

- ✓ **Read the job description** thoroughly and determine how you meet the qualifications.
- ✓ **Research the organization** and include references to their mission, needs, or vision.
- ✓ **Identify key requirements** of the organization and connect them to your experience.

### Job Responsibility/Duty

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### My Skills & Experience

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## How to Structure a Cover Letter or E-Note

Your **cover letter** should follow a business letter format, and the top section should match the contact information section from the top of your résumé. It should also utilize the same font and margin sizes.

An **e-note** is similar to a cover letter, but in an email format. It should be a bit shorter and more concise than the cover letter, but follows this same general structure.

### Paragraph 1: Introduction

- Open your cover letter with a **strong, compelling sentence** that draws your reader in immediately. Ensure the wording is creative and catches an employer's attention quickly.
- Include which position you are applying for, where you found the job posting, and why you would be a good fit.

### Paragraphs 2-3: Qualifications

- **Make a connection** for the employer; show how your experiences directly relate to the organization and position.
- **Tell a story.** Do not repeat what is in your résumé. Instead, contextualize it as it relates to this new job or organization.
- **Include achievement stories.** Provide concrete examples of your abilities, skills and accomplishments as evidence of how your qualifications match the job, and highlight them with bullets.

### Paragraph 4: Closing

- **Reiterate your interest** and how to contact you .
- Thank the employer for their time and consideration and indicate you will look forward to hearing from them.

## Connor Wyland

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www.linkedin.com/in/connorwyland

July 15, 2021

Tanium  
2100 Powell St. #300  
Emeryville, CA 94608

Re: Technical Support Engineer Opportunity (Indeed.com)

Dear Hiring Manager:

When faced with a challenge, my approach is systematic, deliberate, and persistent and my tireless work ethic ensures I get the job done. This, combined with my Bachelor's degree specializing in Cyber Security Programming, is what I am eager to contribute as a Technical Support Engineer at Tenable.

Undaunted by the challenge of launching my second career, I have taken advantage of every opportunity to build on my skill set and gain hands-on experience. Through my course work and self-study, I have acquired:

- Working knowledge of networks, Linux/Unix, Windows administration, patch deployment, and system configuration.
- A certification in Advanced Network.
- Expertise in password cracking, which proved useful as a participant on a winning team at a recent National Cyber League competition.

In addition to my analytical and technical skills, I have consistently demonstrated an excellent listening style and talent for assessing customer needs and resolving problems. During my previous employment, as the primary liaison between our customers and my company, managers specifically requested my help because they knew I always put their needs first. Members of my team frequently relied on me to help them learn new skills, including how to use our company's computerized logistics management system.

Thank you for your time and consideration. I would welcome an opportunity to interview for Technical Support Engineer and provide you with additional insight about what I have to offer. I can be reached at 949-555-8876 or ConnorWyland@gmail.com.

Sincerely,

Connor Wyland



Invite Susan to connect

Build a quality network by connecting only with people you know.

Message (optional)

Hi Ms. Craig, Thanks again for your time today. I'm excited for the role and I know I can help you achieve your expansion goals. As I mentioned in the interview, my ability to collaborate with my peers and learn new tasks quickly will help me jump right into the role. Thank you - Joe Jobseeker

6 / 300

PREMIUM

Don't know Susan? Send an InMail with Premium to introduce yourself. More people reply to an InMail than a connection request.

[Retry Premium Free](#)

Cancel

Send

A LinkedIn connection request is another opportunity to make an impact - don't waste it! When you customize a connection, you only have 300 characters so you need to be brief.

This connection request was sent after an interview, and you can see that Joe Jobseeker sent Ms. Craig a request to connect on LinkedIn. In this request he not only reiterated his excitement for the role, but was able to further emphasize why he would make a good fit and help him **impact their organization**.

This type of customized request helps you stand out from all the other standardized LinkedIn requests that Ms. Craig might get.



## Thank You Note

A thank you note shows the interviewer a certain level of professionalism and proper etiquette. It is another opportunity to make the case as to why they should hire YOU, and it usually arrives at the time when hiring decisions are made.

It demonstrates a true passion and desire for the role, and is a great way for you to make the case as to **How You Can Impact their Organization!**

The email should be sent within 24 hours after the interview. A handwritten note can also be sent through the postal mail to make a bigger impression; however, this should not replace the email.

The layout follows that of a cover letter with an intro, body, and exit. Point out something specific so it reminds the interviewer of the conversation you had, and shows you were engaged and listening during the interview.

Subject: Thank You - Jr. Accountant Role

Hello Mr. Smith,

Thank you for taking the time to meet with me yesterday. I enjoyed learning more about the organization's goals of expansion into new markets, and how the role of Jr. Accountant fits into the expansion. I know my passion for accounting and ability to prioritize several tasks at once will help in completing the large incentives you described.

In addition, I've outlined several other ways I feel I could impact your organization:

- I've been able to study the latest accounting trends and I am confident in utilizing this knowledge to help expand your business.
- Through my part-time role, I've been able to work effectively with my peers and leaders. This will help me quickly adapt to the team you currently have in place.
- My interest in the field and ability to quickly learn new processes will allow for an expedited on-boarding process.

Thank you again for your time and I look forward to hearing from you soon!

Sincerely,

Job Jobseeker  
555-555-5555  
[joejobseeker@yahoo.com](mailto:joejobseeker@yahoo.com)



**Don't forget to proofread your documents!** It is a good idea to have several different people review them to help catch typos, misspellings and grammatical errors. Do not rely solely on yourself for this; it is too easy to miss something when reviewing your own writing.