



Writing a Dynamic **COVER LETTER**

Preparing You For Life After OWU!

Career
connection

OHIO WESLEYAN

owu.edu/careers

Cover Letters

Cover Letters are essential tools in the job application process! Even if not every employer requests it, these letters can often make or break your application. Learn steps for success below!

Cover Letter Basics:

- The letter serves as your writing sample, so it must be well-written. Grammar and spelling count! A sloppy letter predicts sloppy work performance to an employer. **Always proofread aloud before sending.**
- It helps you clearly articulate the values you bring to an employer and the skills that match what they want in an intern/job seeker.
- The cover letter is supposed to help an employer get to know YOU. **Don't be afraid to add some personal flair and include some storytelling!**
- **Must be personalized** for each position for which you have applied or are applying to. You can reuse about 70-80% of the letter if appropriate.

Layout:

- Length: 1 page **maximum**
- Font Size: 10.5-11 point
- Font Style: Arial, Calibri, Garamond, and Times New Roman are all acceptable, professional, and easy to read.
- Appropriate Greeting: "Dear Mr./Ms./Dr./Mx. [Last Name]:” You can say "Dear Hiring Manager" if no name is found.
- Copy and paste your resume header to the top.
- Address it to the correct corporation, person, or business. *(We often see letters addressed incorrectly!)*
- Format: Submit your complete, edited Cover Letter in PDF format!

Body:

- Paragraph 1: **(YOU)**: Include your name, university and year. Make sure to call out the position/organization to which you are applying and **WHY** you are interested. Conduct research and be specific; a targeted first paragraph is important for reeling the employer in!
- Paragraph 2: **(ME)**: Highlight your qualifications, personal qualities, accomplishments, and most relevant experiences as they relate to the position. Try to choose 2-3 specific points you want to make regarding these qualities, skills, and/or accomplishments. Emphasize how you can contribute to the organization's goals. **This paragraph will change according to the job/internship for which you are applying.**
- Paragraph 3: **(WE)**: Indicate your excitement or interest and how you will add value given your background. If salary expectations or date available to begin work are requested, include a response here. Close by thanking the reader for their consideration and reiterate that you believe you would be a valuable contributor.



Sample Cover Letter #1

BOB BISHOP

Box 0001, OWU, Delaware, OH 43015 • bishop@owu.edu • 740-123-4567

August 21, 2025

[Insert Title & Full Name], Communications Manager
Delaware County District Library
100 Winter Road
Delaware, OH 43015

Dear [Insert Title & Last Name]:

My name is Bob Bishop and I am very interested in the Communication Internship opportunity at the Delaware Library. I am a current junior at Ohio Wesleyan University (OWU) with an English major and Music minor. As someone who volunteered in library summer reading programs throughout high school, I understand and appreciate the important role libraries play in communities.

At OWU, I am the Social Media Intern for the English department where I oversee our social media management. I post daily pictures, events, and interviews on the department's Instagram, Twitter, and Facebook accounts. I also assist in planning programs for the department. My peers and supervisors would describe me as conscientious, a "people person," and a positive individual. As a strong advocate for libraries and the openness they foster, post-graduation I will be pursuing my Masters of Arts in Library Science. Throughout my previous job and school/community involvements, I have developed strong interpersonal skills, a solid organizational process, and a driven mindset. Additionally, I was commended on my exceptional written and oral communication skills, and I am well-versed in handling several tasks simultaneously. As a result of my ability to take initiative and problem solve, I independently learned how to navigate many technological and social media platforms.

Given my past experiences and relevant skill-sets, I know that my passion for literacy and communication would make me an excellent fit for this opportunity. I am excited about what I will learn from this experience and how I can be a contributor to the success of the library's summer programs. Attached is a copy of my resume for your review. Thank you for your consideration, and I look forward to speaking with you.

Sincerely,

Bob Bishop

For help writing your cover letters, thank you notes, and follow-up emails, come to **Slocum 207** during drop-in hours for review or make an appointment online in **Handshake**!

Sample Cover Letter #2

Jane D. Bishop

123 Wesleyan Street, Delaware, OH 43015 • jbishop@owu.edu • 740-111-2222

August 21, 2025

[Insert Title & Full Name], Recruiting Manager
PricewaterhouseCoopers
123 Polaris Parkway
Columbus, OH 42190

Dear [Insert Title & Last Name]:

I have always been drawn to opportunities that require a blend of my problem-solving skills, computer expertise, and creativity. As indicated on your website, these are also three strengths that PricewaterhouseCoopers prizes in its employees. As such, I was excited to see an Audit position in the Assurance and Business Advisory Services Division (#00098) posted on your website. I hope to be part of the PwC Auditing Team as this company is a traditional leader in providing high-quality, world-class services to its clients.

As an Ohio Wesleyan University senior and Business-Accounting double major, I am a highly energetic and involved individual. Upon graduation in May 2024, I will have completed 150 semester hours of credit, qualifying me to take the November 2024 CPA examination. Through various classes and jobs, I have developed the much needed analytical, problem-solving, team participation, and communication skills necessary for public accounting. At my current internship with CSC, I am a part of a twenty-person team working on ways to lower the company's effective tax rate. This involves working with team members at various levels to analyze IRS and State Regulations in addition to developing creative and efficient solutions to various problems.

Faculty members, university leaders, and peers will tell you that I always give 100% effort, have a positive attitude, and continually exceed expectations. I have been recognized for exceptional leadership and service through interfaith service trips, as President of the Campus Programming Board, and as a Resident Assistant. It is my goal to continue to deliver award-winning services to PriceWaterhouseCoopers' clients.

I am deeply excited about the opportunity to apply to join the PwC Audit Team, and I am grateful for your review of my application. Given my strengths, internships, and college experiences, I know I would be a valuable contributor to the PwC team. I look forward to hearing from you soon to discuss the possibility of an interview. Thank you in advance for your consideration.

Sincerely,

Jane Bishop

Check out our Career Resource Hub owu.edu/careers for more resources including our [Career Guides](#) and the [Alumni Partners Program](#). To request a virtual review, or contact us, email careers@owu.edu or call [740-368-3152](tel:740-368-3152).

FOLLOWING UP

after conversations & interviews

Email Follow-Up

After an In-Person/ Phone Conversation:

If asked to attach a separate cover letter and resume, see the email template below:

Subject Line: "Cover Letter - [Your Name]"

Dear [Insert title and last name],

As per our phone conversation, I am attaching a copy of my cover letter and resume. I am very excited about the possible opportunity to interview for [x] position. Please let me know if you need any further information.

Sincerely,

Bob Bishop

***Don't forget to attach your cover letter in PDF format before sending!**

Thank You Notes

If you want to be remembered and stand out, send a thank you note! Thank you notes should be emailed or mailed within 24-48 hours of the interview. Proofread aloud and have a friend or Career Connection advisor review prior to sending.

Handwritten: Use simple, professional notes. Write clearly and legibly.

Email: Please see the sample format below.

Subject Line: "Thank You - [Your Name]."

Dear [Insert title and last name],

I appreciated the opportunity to meet with you yesterday regarding the Volunteer Coordinator position at the Franklin County Animal Shelter. I know that with my proven interpersonal and organizational skills, my passion for helping animals find safe homes, my previous internship at the Ohio Wildlife Center, and my community involvement on campus, I will be a positive and strong contributor to the FCAS team.

Thank you again for your time and consideration. Please let me know if you have any further questions. I hope to hear from you soon.

Sincerely,

Bob Bishop



@owucareers



Ohio Wesleyan University



careers@owu.edu

