

MBA / MSF Cover Letter Tips and Template

"To Whom It May Concern" should be avoided if at all possible.

- Try to find the hiring manager or recruiter for your target job. This may take some research but it is more personal and shows extra effort on your part.
- If you can't find a specific person, which happens sometimes, or you're not sure whom to address, at least use something such as, "To the Creative Director at [company name]." Don't forget to double check the title and company before sending.

If you have a **contact at the company**, mention them and some of the information they provided to you about the company / job you are applying.

- Take advantage of the network you have been building.

Avoid using the same form letter every time.

Ask yourself. "What makes this company great?" and "What has it accomplished?" Understanding the company and its needs will make it easier for you to sound as if you would be a good fit for their team.

- Taking the time to research the company and find common points of interest makes an impression. It shows you care about the company and that you think you will fit in.
- Compare your credentials with the actual job posting. Identify and highlight transferable skills such as previous experience, projects, etc., that are relevant to the role.

Proofread the final product prior to sending to a hiring manager or organization.

- Review the final product multiple times prior to sending. Do not forget to check spelling and grammar.
- Ask a classmate or a Rockwell Career Center representative to review the final product prior to sending.

Common mistakes to avoid:

- Writing lengthy cover letters
- Summarizing the contents of your resume in the cover letter
- Forgetting to update the employers name and job position information (This often occurs when utilizing the same form letter repeatedly)
- Typographical errors (Spelling, grammar, etc.)
- Highlighting a lack of experience in a specific area (Do not bring attention to your short comings; Focus on what you bring to the position)
- Bolding and italicizing multiple words, titles, etc.

MBA / MSF Cover Letter Template

Your First Name and Last Name
Optional/ Street Address
Houston, Texas Zip code

Date

Recipient Name Title
Company Name
Street Address
City, State Zip code

Dear Ms. /Mr. Last Name:

I recently saw the posting for [position] on [website] and I am very interested. I spoke with [contact name] at your company and they were kind enough to tell me about working for [company]. After hearing about [specific company trait #1, #2, and #3] I feel that it would be a culture that I could thrive in. [Explain WHY briefly].

I also spoke to [same person if they are in the department you are applying to] or [different person who is working in that field, preferably at that company but not necessary] about working in the [X] field. They described the work as [X,Y,Z – talk about traits needed to be successful, training, etc.]. [Now explain why you are a good fit for the JOB].

I am excited about this role and I look forward to hearing from you. I can be reached at [email] or [Phone Number].

Sincerely,

Your First Name and Last Name