

## THE COVER LETTER

The cover letter is a short letter of introduction that you send out with your resume to prospective employers. You can write a cover letter asking about a co-op or full-time job after graduation. You should not send out a resume without a cover letter.

The purpose of a cover letter is to make your resume more personal and show how you are qualified for the job. Mention you are **enclosing** your resume with the letter. If you are sending it by e-mail, put the letter in the body of the e-mail, and say you are **attaching** your resume.

### WHEN WRITING A COVER LETTER:

1. Find out as much as possible about the company and position that you want. Use resources in the NTID Learning Center, the Web, and the library.
2. Address the letter to the SPECIFIC PERSON responsible for hiring if possible. Be sure to use that person's name and job title with correct spelling. If you do not have a name, substitute "Employment Manager."
3. Be short and to the point, and use the correct business letter format for your letter.
4. Explain how your specific skills and accomplishments match the requirements of the position, and give information about your personal qualities you would bring to the job.
5. Remember to emphasize what you can offer the employer.
6. Follow up after sending the cover letter and resume to request an interview. Don't wait for them to call you.

## Sample Cover Letter for Seeking AIS Co-op

72 Camelot Drive  
Rochester, NY 14623  
March 17, 2XXX

Ms. Mary Powers  
Employment Manager  
Acme Graphics and Design  
900 Burns Road  
Washington, DC 20007

Dear Ms. Powers:

I am a student at the Rochester Institute of Technology, enrolled through the National Technical Institute for the Deaf. My major is Arts and Imaging Studies and I expect to receive an associate degree in November 2XXX. As required by my program, I am looking for a ten-week cooperative work experience in the areas of photography or Web design, during June-August 2XXX.

I am seeking a position that will provide me with an opportunity to develop my skills and contribute in your organization. I have had experience acquiring and manipulating images in various formats using software such as Adobe Photoshop and Illustrator. I also have had instruction in using Dreamweaver to produce basic Web pages. I am motivated and organized, and would be very interested in working for your company. My resume is included to give you more details.

I would like to make an appointment to meet with you and discuss my qualifications. If you want further information, or wish to set up an interview, please contact me through e-mail at [zzz1234@rit.edu](mailto:zzz1234@rit.edu). You may also contact my Employment Advisor, (NAME of Employment Advisor), by telephone at (585) 475-XXXX, or by e-mail at [xyz4321@rit.edu](mailto:xyz4321@rit.edu).

Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

Your name

## Sample Cover Letter for Seeking AIS Permanent Position

72 Camelot Drive  
Rochester, NY 14623  
March 17, 2XXX

Mr. Ray Jones  
Vice President  
Images, Inc.  
80 Salinas Street  
Syracuse, NY 13207

Dear Mr. Jones:

Currently, I am a student at the National Technical Institute for the Deaf, one of eight colleges at Rochester Institute of Technology. I am majoring in Arts and Imaging Studies and pursuing an associate degree which I plan to receive in November 2XXX.

I am seeking a position in graphic design. My college courses have provided me with skills in creating documents in various formats using Adobe Illustrator, InDesign and Photoshop. I also can draw by hand. I had a cooperative work experience where I used my skills to produce various publications. I am dependable and creative, and I work well alone or in teams. My resume is included to provide more information.

If you would like further information, or want to set up an interview, please contact me through e-mail at [zzz1234@rit.edu](mailto:zzz1234@rit.edu). If you wish, you may also contact my Employment Advisor (NAME of Employment Advisor), by telephone at (585) 475-XXXX, or by e-mail at [xyz4321@rit.edu](mailto:xyz4321@rit.edu).

I look forward to discussing career opportunities with you. Thank you for your consideration.

Sincerely,

Your name