

Remember...

You have **20-30 seconds** to secure an interview. This is the average time a manager takes to scan application materials and determine if an applicant should be granted an interview.

Keep your cover letter simple, forget the fancy stuff, and be positive!

Project a professional image—be sure your email address is appropriate for a prospective employer.

Emphasize your accomplishments and your abilities.

Make the reader want to interview you!

Use "Action" Verbs

ACCOMPLISHED	IMPLEMENTED
ACHIEVED	IMPROVED
CONDUCTED	INCREASED
DEMONSTRATED	ORGANIZED
DEVELOPED	PERFORMED
GENERATED	PROVED
INCREASED	REDUCED
INITIATED	TRAINED



MSU Billings Career Services

Platinum Partner



Free Job Search Services

- Résumé and cover letter critique
- Mock interviews
- Job search strategy advising
- Career events
- On-campus interviews with recruiters seeking grads with your degree



A

Powerful Cover Letter

CareerLink

CareerLink, our online job system, is **FREE** to all current MSU Billings students. Register today to create your personal profile.

Use **CareerLink** to:

- Search full-time and part-time jobs
- Upload your résumé
- View the employer directory
- Sign up for on-campus interviews
- View all career events
- ...and more!

www.myinterfase.com/msubillings/student



Montana State University Billings
(406) 657-2168
careers@msubillings.edu
www.msubillings.edu/careers

Cover Letters

The **cover letter** or **letter of application** accompanies your résumé when applying for a position. Address the letter to a person at the business rather than “to whom it may concern.” Call for correct spelling & title!

The **qualifications paragraph**: Emphasize your qualifications and work experience **as they relate to the position**. Convince the prospective employer that you are qualified for the job and should be interviewed.

The **concluding paragraph**: Make it clear that you would like an interview and tell the employer how and when you may be reached.

Print on high quality stationery that matches your résumé and enclose both documents in a matching envelope. Remember to sign your letter in blue or black ink.

Follow the directions! Be sure to send all required application documents, such as references, transcript, writing sample, etc.

Follow-up Letters

Send within 36 hours of your interview. Use stationery that matches your résumé to thank the prospective employer for the interview.

Summarize your qualifications and restate your interest in the job. Include contact information where the employer may reach you.

Sample Business/Other Cover Letter

555 Student Ln.
Billings MT 59101
June 5, 2009

Janet Simon
Human Resources Office
PricewaterhouseCoopers
P.O. Box 10091
Denver, CO 80202

Dear Ms. Simon:

Please consider me an applicant for the accountant position that was recently advertised in *The Denver Post*.

As my enclosed résumé indicates, I have a Bachelor of Science degree in Accounting from Montana State University Billings. I feel that my Bachelor’s Degree and my work experience on campus have prepared me for the position at PricewaterhouseCoopers.

In my three years as a student worker in the Business Office, I compiled payroll reports, handled accounts payable, maintained a computerized accounting system, and prepared financial statements. In addition, I have taken all courses required to prepare for the CPA exam next spring.

I would appreciate the opportunity to discuss employment with PricewaterhouseCoopers. You may call me at 406-555-3333; I can arrange to be available for an interview at any time.

Thank you for your consideration.

Sincerely,

(Sign your name here)

Melinda Anderson

Enclosures

Sample Education Cover Letter

1614 Campus Dr.
Apt #106
Billings MT 59105
May 17, 2009

Dr. Claudia Sheldon
Kramer School District # 22
565 North Jefferson
Dallas, TX 89833

Dear Dr. Sheldon:

Please consider me an applicant for the position of English Teacher that was advertised recently in **CareerLink** at MSU Billings.

I am a graduate of Montana State University Billings, and for the past three years I have been teaching English at Phoenix Public High School. I also coached the debate team and assisted with Foreign Language Club. In the evenings, I volunteered as an instructor with the ESL program in the community.

I believe in encouraging students to set goals and work toward reaching their full potential. As a teacher in the Kramer School District, I would work hard to ensure a successful educational experience for each student.

Enclosed is my résumé, transcript, district application, and credential file for your review.

I would appreciate the opportunity to discuss ways that I could contribute to Kramer Schools. You may reach me by calling 406-555-8888.

I look forward to talking with you soon.

Sincerely,

(Sign your name here)

Steven Grady

Enclosures