



Cover Letter - Presenting Your Transferable Skills

The first thing to remember before you even begin to write a cover letter is to thoroughly read the job description and familiarize yourself with the required and desired qualifications. *Refer to the Outcomes from an International Experience handout for example skills.*

Purpose of a Cover Letter

- Explain why you are sending a resume, and how you found out about the job
- Grab the reader's attention to look over your resume and highlights elements of your background that are job applicable.
- Provide information that is not covered in the resume (i.e. start date, relocation)
- Express your motivation and personality.

Rough Cover Letter Outline

- Header
 - [Your name]
 - [Street Address]
 - [City, State, ZIP code]

 - [Date] August 1, 2012

 - [Recipient Name]
 - [Title]
 - [Company Name]
 - [Street Address]
 - [City, State, ZIP code]
- Body
 - Statement of Purpose
 - Background and Job-relevant information
 - Closing Statement
- Parting Salutations

Bringing in your own study abroad experiences

Having studied abroad yourselves you know there were many challenges and triumphs along the way. You learned more about yourself and your abilities as well as the world around you. Each one of these experiences can be used to address specific qualifications a company may require. Here are some examples:

Requirement: Flexibility to work in a changing environment

Potential usage of experience: While studying abroad I was faced with many new challenges. Each and every day was a new experience. Not knowing the language sometimes made it difficult to keep up with my studies and everyday life, but through perseverance I was able to pick up the new language and thrive in an unfamiliar environment. Everyday life began to take shape and I started to integrate into the local culture.

Requirement: Work well with a diversity team

Potential usage of experience: During my exchange abroad I met not only natives to the country in which I was hosted, but also students from around the world. Through my interactions, I

learned to accept differences and was able to find productive ways of communicating with peoples from a variety of backgrounds, some of which very different from my own. There are many more examples and experiences you can use. You have learned a lot; don't sell yourself short of that!

Other Tips:

- Keep the cover letter brief but concise: 1 page, 3-4 paragraphs is more than enough and you want to attract their attention early
- Be honest and open about your motivations, strengths and weaknesses and qualification for the job
- Convey your passion for the position as well as the organization – show them who you are!
- Be patient, writing a cover letter takes time, and be sure to give yourself ample time
- Write a unique cover letter for each and every application: you want to make sure you give each company and job it's due attention

SAMPLE