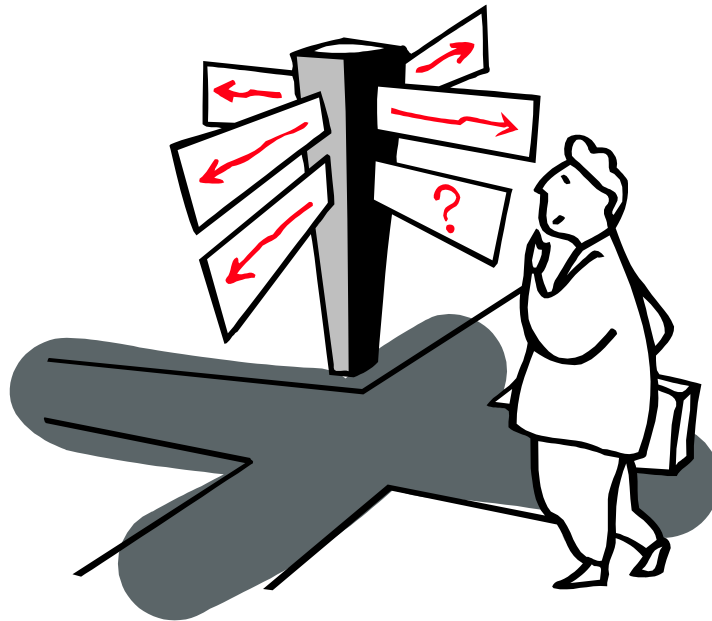


COVER LETTER WRITING FOR ANIMAL SCIENCES MAJORS



**DEPARTMENT OF ANIMAL SCIENCES
THE OHIO STATE UNIVERSITY
STUDENT ADVISING CENTER
116 PLUMB HALL**

THE BASICS

WHAT IS A COVER LETTER?

- ✓ Introduces your resume.
- ✓ Designed to generate interviews, and ultimately job offers.
- ✓ Personalized, “original” correspondence (do not send photocopied form letters) with each prospective employer.

WHAT IS INCLUDED IN A COVER LETTER? (SEE EXAMPLES CONTAINED IN THIS BOOKLET)

- ✓ Your return address.
- ✓ Date.
- ✓ Employer’s name, title and full address.
- ✓ Salutation.
- ✓ Body (usually 3-4 paragraphs).
- ✓ Complimentary closing.
- ✓ Your name and signature.
- ✓ Enclosure notation.

PARAGRAPH 1

- ✓ Identifies your interest in applying for the specific job.
- ✓ Identifies how you heard about the job.

PARAGRAPH 2

- ✓ Refers to your enclosed resume.
- ✓ Includes information about your education and general qualifications.
- ✓ “Sells” you by elaborating on points contained in your resume that relate to the position (focus on your transferable skills).

PARAGRAPH 3-4

- ✓ Ask for the interview.
- ✓ Should be short, positive, and ask for action without being overly aggressive.
- ✓ Contains your phone number and email address.
- ✓ Thanks the employer for their time and consideration.

THINGS TO CONSIDER

- ✓ Use standard 8 ½ x 11-inch paper.
- ✓ Use good quality stationery, the same as your resume.
- ✓ Use a laser printer to produce a master copy of your cover letter and have them run on high-quality stock paper (at least 20-pound weight) available at most print shops and stationery stores. Conservative white, off-white, tan, or light gray are generally acceptable colors.
- ✓ Always type correspondence; handwritten letters are unacceptable.
- ✓ Start with a blank document in a word-processing program so you are able to customize your cover letter for each employer.
- ✓ Utilize “white space” effectively. Avoid cramming and crowding. Use spacing to accentuate sections and headings.
- ✓ In general, a one-page letter is sufficient.

- ✓ Use a consistent legible font. Pick a font that is easy to read (such as Times or Arial).
- ✓ Do not use a type size smaller than 10 point for your cover letter. You want your cover letter to be easy to read.
- ✓ Save a copy on your computer, but customize your letter for each employer.
- ✓ **Proofread, Spell check, Proofread!**
- ✓ Ask your advisor, professors, friends, and family members to review your cover letter. The more eyes the better!
- ✓ Always type the return address and mailing address on a legal-sized or flat envelope.

OTHER TYPES OF JOB CORRESPONDENCE

(SEE EXAMPLES CONTAINED IN THIS BOOKLET)

PROSPECTING LETTER

- ✓ Used to inquire about job opportunities, to draw attention to your resume, and to generate interviews.
- ✓ Used for long-distance job searches (i.e., could be used if you were searching for an internship in California).
- ✓ Target specific individuals in specific organizations; **do not** send generic letters.

POST-INTERVIEW THANK YOU

- ✓ Should be sent after **ALL** of your interviews.
- ✓ Used to remind the employer who you are, impress him/her with your courtesy and follow-through, remind the employer of your background and qualifications, show your enthusiasm and continued interest in the field or specific position desired, and convey sincere appreciation for his/her time and consideration.

INTERVIEW CONFIRMATION

- ✓ Used if you and a prospective employer set up an interview over the phone.
- ✓ Restates the date, time, and any additional information about the interview.
- ✓ States your appreciation of the employer's further consideration of your qualifications.
- ✓ Provides evidence that you are attentive to detail and follow through in a work setting.

JOB OFFER CLARIFICATION

- ✓ Sent in response to an oral or written job offer that does not provide all of the information you need to make an informed decision.
- ✓ Letter should indicate interest in the employer and the offer, ask specifically for the information you need, and express appreciation for the cooperation you receive.

LETTER OF ACCEPTANCE

- ✓ Refers to the job offer made by the employer, restates the terms of agreement, and confirms pre-employment details such as start date, etc, express your appreciation and enthusiasm to join the organization.

LETTER OF DECLINATION

- ✓ Courteously informs an employer who extended you an offer that you have decided to accept an offer from another organization.

COVER LETTER EXAMPLE

100 Stadium Drive
Columbus, Ohio 43210

January 15, XXXX

Ms. Jan Smith
Internship Coordinator, ABC Ranch
1234 Red Road
Blue, Colorado 13299

Dear Ms. Smith:

I am writing to express my interest in a summer internship with ABC Ranch. I learned of this opportunity while reviewing the July XXXX issue of the National Cattlemen's Magazine. I am especially interested in the Animal Care internship and I believe I have the background and qualifications you are seeking in an intern.

As you will note in the enclosed resume, I am a junior majoring in Animal Sciences at The Ohio State University. I have gained practical experience working with animals at both the OSU Horse Center and at my family's beef cattle operation, Buckeye Family Ranch. I have also gained "hands-on experience" working with beef and dairy cattle, sheep, swine, horses, and poultry through the laboratory course work I have taken for my Animal Sciences major. Also, as a Resident Assistant, I have developed strong communication and listening skills working with the students in my hall. I believe the combination of my academic background, practical animal handling experience, and leadership skills will help me to contribute to the ongoing success of ABC Ranch.

I will be in Blue February 16-20 and would appreciate the opportunity to discuss my application with you in person. I will call your office next week to arrange a meeting time. Should you need additional information in the interim, please contact me at (614) 292-1234 or via email at buckeye.1@osu.edu. Thank you very much for your time and consideration. I look forward to meeting you.

Sincerely,
Brutus M. Buckeye
Brutus M. Buckeye

Enclosure

COVER LETTER EXAMPLE

100 Stadium Drive
Columbus, Ohio 43210

January 15, XXXX

Dr. Keith Jones
DVM, XYZ Veterinary Clinic
1234 Red Road
Lebanon, Ohio 54321

Dear Dr. Jones:

I am interested in applying for your Veterinary Assistant position that I viewed on The Ohio State University College of Food, Agricultural, and Environmental Sciences Career Services web page. I am very interested in pursuing veterinary medicine, specifically working with equine. I am excited about the possibility of being able to gain more experience in this area through the position you are offering.

As you will note in the enclosed resume, I will be graduating from Ohio State University in June, where I am majoring in Animal Sciences and minoring in Life Sciences. I feel confident that my abilities working with animals and the knowledge I have gained through my related coursework will enable me to be effective as a veterinary assistant. In addition, the customer service, communication, and leadership skills gained through my previous experience working at various veterinary practices will contribute to my ability to be successful in this position.

I believe these are the kinds of skills and abilities you are looking of in a Veterinary Assistant, and I would like very much to meet with you to discuss this further. I will call you the week of March 1 to see if we can arrange a meeting. If you need to contact me before then, you may reach me at (614) 292-1234 or via email at buckeye.1@osu.edu. Thank you for your time and consideration.

Sincerely yours,
Brutus M. Buckeye
Brutus M. Buckeye

Enclosure

PROSPECTING LETTER EXAMPLE

100 Stadium Drive
Columbus, Ohio 43210

January 15, XXXX

Ms. Jan Smith
Internship Coordinator
1234 Red Road
Blue, Colorado 13299

Dear Ms. Smith:

I have been reading about XYZ Corporation in the National Cattlemen's Magazine and would like to inquire about internship opportunities in your office. I am very interested in the beef industry and am planning to relocate to the Denver area this summer.

I will receive my B.S. in Agriculture in June XXXX from The Ohio State University. My interest in this field started in while in high school and has developed further through my college coursework and summer internships working with several Ohio commodity organizations. Specifically, I have developed a strong interest in the beef industry through my work educating the public about value-added products at the Ohio Beef Association.

My resume is enclosed for your consideration. As you will note, my education and experience match the qualifications required on the Beef Department interns. In addition, I know from my previous work experiences that I have the skills and motivation needed to be successful in an intern position with XYZ Corporation.

I am very interested in talking with you further about possible internship opportunities with XYZ Corporation. I will call you in the next two weeks to see if we can arrange a meeting time that is mutually convenient. Thank you for considering my request. I look forward to talking with you.

Sincerely,
Brutus M. Buckeye
Brutus M. Buckeye

Enclosure

THANK YOU LETTER EXAMPLE

100 Stadium Drive
Columbus, Ohio 43210

January 15, XXXX

Ms. Jan Smith
Internship Coordinator
1234 Red Road
Blue, Colorado 13299

Dear Ms. Smith:

It was a pleasure meeting you and your colleagues on Tuesday! The internship opportunity that you are offering is exactly what I am looking for, and I'm sure I can assist you with some of your XXXXXXXX initiatives. I am particularly interested in learning more about some of the community outreach ideas that we discussed.

Please find enclosed copies of the materials you requested. Of course, I would be happy to provide any additional information you may need. You may reach me at (614) 292-1234 or via email at buckeye.1@osu.edu.

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

Sincerely,
Brutus M. Buckeye
Brutus M. Buckeye

Enclosures

INTERVIEW CONFIRMATION LETTER EXAMPLE

100 Stadium Drive
Columbus, Ohio 43210

January 15, XXXX

Ms. Jan Smith
Internship Coordinator
1234 Red Road
Blue, Colorado 13299

Dear Ms. Smith:

I enjoyed speaking to you on the telephone today, and am delighted to have the opportunity to meet with you to further discuss employment opportunities as a Beef Intern with XYZ Corporation.

As we discussed, I will arrive at your office in Denver at 2:00 p.m. on Wednesday, February 8. At this time, I will also deliver the application for employment that you indicated I must complete prior to our meeting.

Thank you again for your time and consideration. I look forward to meeting you next week.

Sincerely,
Brutus M. Buckeye
Brutus M. Buckeye

JOB OFFER CLARIFICATION LETTER EXAMPLE

100 Stadium Drive
Columbus, Ohio 43210

January 15, XXXX

Ms. Jan Smith
Internship Coordinator
1234 Red Road
Blue, Colorado 13299

Dear Ms. Smith:

I want to thank you for extending an offer to work with XYZ Company. However, before I can make a decision regarding the Beef Intern position I need clarification on the following two points that we discussed.

First, I would appreciate it if you could advise me as to how much travel is required in this position. While I am aware that the majority of your interns begin in the Denver office of XYZ Company, I am unclear about the time I will spend traveling.

A second consideration is that of work dates. You indicated that the position is scheduled May through August. However, since Ohio State is on the quarter system, I will be unable to begin until mid-June, but could work through mid-September.

Thank you again for your kind offer. This internship provides exactly the type of experience I am seeking. If you would prefer to visit via telephone, I can be reached at (614) 292-1234. I look forward to hearing from you before Friday, May 15th.

Sincerely,
Brutus M. Buckeye
Brutus M. Buckeye

JOB OFFER ACCEPTANCE LETTER EXAMPLE

100 Stadium Drive
Columbus, Ohio 43210

January 15, XXXX

Ms. Jan Smith
Internship Coordinator
1234 Red Road
Blue, Colorado 13299

Dear Ms. Smith:

I want to thank you and Mr. Jones for giving me the opportunity to work with XYZ Corporation. I am very pleased to accept the position as Beef Intern with your Denver office. The position requires exactly the kind of work I want to do, and I will be effective in this role.

As we discussed, I will begin work on June 15, XXXX. In the meantime, I will complete all the necessary employment forms, obtain the required physical examination, and locate housing. I plan to be in Denver within the next two weeks and would like to deliver the paperwork to you personally. At that time, we can handle any remaining items pertaining to my employment. I will call you next week to schedule a mutually convenient meeting time.

I enjoyed my interviews with you and Mr. Jones and look forward to beginning my internship with you and your team.

Sincerely yours,
Brutus M. Buckeye
Brutus M. Buckeye

JOB OFFER DECLINATION LETTER EXAMPLE

100 Stadium Drive
Columbus, Ohio 43210

January 15, XXXX

Ms. Jan Smith
Internship Coordinator
1234 Red Road
Blue, Colorado 13299

Dear Ms. Smith:

It was indeed a pleasure to meet with you and your staff last week to discuss your needs for a summer intern. Your decision to offer me a position as a sales trainee earlier this week came as a pleasant surprise. However, at this time I am unable to accept your offer for employment.

As I discussed with you during our meeting, I believe one purpose of a visit to your corporate headquarters is to explore areas of mutual interest and to assess the fit between the individual and the position. After careful consideration, I have realized that the distance between this office and my home would conflict with my family farm responsibilities. Consequently, our mutual interests would not be served by an internship position in your Denver office at this time.

Should an Ohio position with XYZ Corporation become available, I would be pleased to be among those considered for the opening. You have a fine organization, and I would enjoy being a part of it.

Best wishes in your search.

Sincerely,
Brutus M. Buckeye
Brutus M. Buckeye