



# Career E-minder

## THE SECRETS BEHIND WRITING GOOD COVER LETTERS

A well-written cover letter should complement your resume and will help paint a more complete picture of who you are as a person and candidate. Each cover letter should be specific to the position you are applying for, therefore there are no generic cover letters! When writing a cover letter make sure you write it from the employer's perspective, i.e. what unique contributions are you going to bring to the job/company. Try to keep your letter to one page and include at least 3 paragraphs.

### Different Types of Cover Letters:

**Application Letter:** You are applying for a job you saw advertised. In this case you can use the job description to help draw a connection between what the company is looking for and your unique skills and experiences.

**Prospecting Letter:** In this case there is not an open job requisition, but you are interested in working for that company. You will need to highlight your unique contributions. In your concluding paragraph, you will need to make mention to the next step and be prepared to take matters into your own hands.

**Networking Letter:** Your main objective is to draw a specific connection between you and the reader. Make sure to mention this connection early on in the cover letter. The rest of the letter should be written as a prospecting letter.

### Cover Letter Basics

- Distinguish yourself by addressing your cover letter to a specific individual if possible. Call or visit the company to get the appropriate person's name and title.
- Don't just reiterate your resume, make sure you touch upon aspects of your character and personality.
- If you heard about the position through networking, make sure you state that early in your letter.
- Show that you've done your research by mentioning what interests you most about the position/company.
- Use the same high-quality paper for your resume, cover letter, and reference sheet.
- Include your cover letter in the body of the e-mail if you're e-mailing your resume to an employer.

## Announcements and Events

### Friday-Sunday

6/29/2007-7/1/2007

- Due to updates JasonQuest will be down during this time

### Wed 6/27/2007 3pm

- CoOp Info session

### Tues 7/3/2007 3pm

- CoOp Info session



## Position of the Week

**Job ID:** 4006

**Position:** Web Developer

**Organization:** Intelligent Decision Systems, Inc.

**Position Type:** Full/Part-time Employment, Parallel/ Alternating CoOp, or Internship

**Job Description:** This individual will be building web applications utilizing HTML, CSS, JavaScript, .NET, and Visual Studio.

**Minimum Requirements:**

- Experience with HTML, CSS, XML, and JavaScript
- Experience building easy to understand user interfaces for applications

**Preferred Qualifications:**

- Bachelor's degree or equivalent experience
- Familiarity with building databases using MSSQL, SQL

Server, and Microsoft Access Server side technology ASP/.Net/PHP

- Use of Visual Studio.NET

**Organization Description:** Industry leader in human and organizational performance Intelligent Decision Systems, Inc. (IDSI) is a woman-owned, small business providing human and organizational performance products and services. Please view our website for more information: [www.idsi.com](http://www.idsi.com)

### How to Apply:

Send resume to [hendrix.tristan@idsi.com](mailto:hendrix.tristan@idsi.com) with Web Developer written in the subject line.

**Our Career Development Guide is Online!**  
Visit [http://uwf.edu/career/cs\\_documents/CareerDevelopmentGuide2006-07.pdf](http://uwf.edu/career/cs_documents/CareerDevelopmentGuide2006-07.pdf)