

Career E-minder

UWF Career Services
www.uwf.edu/career
(850) 474 - 2254

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Writing a Cover Letter:

Your cover letter is your first impression, and as they say, “first impressions are lasting impressions”. Your cover letter will help you tremendously if you think of it as a tool to help you market yourself in getting that job, rather than an obstacle placed by the employer.

It's very important to stay on track when writing your cover letter. There are three things that your cover letter must do; one: create a positive first impression, two: serve as a way to introduce who you are, and three: describe and illustrate your professionalism, work ethic, and goals with the organization. Remember that you are one step ahead of everyone else if your letter is easily communicable. Communication skills are a basic requirement these days, and if your cover letter fails to prove that you have these, your interview has already started off on a bad foot.

Your cover letter is composed of three sections; your introduction to explain the purpose of your writing, a further explanation of your qualifications for the job you are seeking and what you can offer, and a conclusion to wrap up any loose ends, actively seek a meeting between yourself and the employer, and to restate your interest in the position. A key note is to always use the same font and scheme for your cover letter as your resume. **An impressive cover letter will start any interview off on the right foot; it's like having a previous conversation to continue once you step inside the door. For further help, check online or come by Career Services to pick up a Career Development Guide!**



Job of the Week A

JasonQuest Job ID: 4458

Position: Business Operations Analyst

Organization: Medicom

General Responsibilities: Perform analysis in support of the development and implementation of operating capital P&Ls.

Specific Responsibilities:

- Analyze data, computer variances, and produce and distribute related reports
- Prepare monthly operating and capital accruals
- Extract data from various databases into a financial report format and ensure the accuracy and integrity of the information
- Assist in the preparation and review of annual operating and capital budgets
- Analyze and interpret financial operating data related to system operating results and in relation to plans
- Research and report on variances between actual, budgeted and year over year expenses
- Perform internal audits

To find out more about this job, log on to JasonQuest. If you have any questions about registering with JasonQuest, call the Career Services office at 474-2254.

If you have questions about this job, contact Nathan Ford at nford@uwf.edu, OR Shari Roush at gb@mediacomcc.com or (850) 934-2521.

Job of the Week B

JasonQuest Job ID: 4459

Position: Marketing Coordinator

Organization: Mediacom

General Responsibilities: Implement marketing strategies and coordinate campaigns and promotions as directed by Division Marketing Staff.

Specific Responsibilities:

- Responsible for developing sales strategies for use in marketing campaigns
- Assist in departmental internal communication and training
- Coordinate marketing and sales projects as directed
- Serve as liaison with various cable services to arrange marketing and promotional efforts
- Daily, weekly and monthly subscriber reports
- Design graphics and charts of sales performance for better evaluation
- Monitor daily net gains and provide daily sales calendar vs. budget
- Track all sales incentives vs. budget on Excel

To apply for this position, log on to JasonQuest to read the full posting and application instructions. If you have any questions, please contact Nathan Ford at nford@uwf.edu or 474-2254 OR Shari Roush at (850) 934-2521.

Water Cooler Joke of the Week

Possible “out of office” email replies:

- Thank you for your email. Your credit card has been charged \$5.99 for the first ten words, and \$1.99 for every additional word.
- I am currently out at a job interview and will reply to you if I fail to get the position. Be prepared for my mood.
- I've run away to join a different circus.

Thanks to officehumorblog.com

IMPORTANT INFO!

- **December 3rd, 2007;** Volunteer UWF! Timesheets are due by 5pm. If you have any questions, contact Tiffany Jurey at tiffanyjurey@uwf.edu or Dee Dee Wyckoff at dwyckoff@uwf.edu. You can also call 474-3115. If you need to pick up a timesheet, you can do so at the Career Services Office, Bldg. 19.