NYC:ATWORK

NYC Mayor's Office for People with Disabilities

Cover Letter Tips and Samples

The Purpose:

- A cover letter introduces yourself to the employer and provides **additional information that complements your resume**.
- It shows why you are interested in the company and emphasizes how your qualifications would be a strong fit for the role and the company.
- It should: introduce who you are; articulate why you are interested in working for this specific company; emphasize the value your experience and skills bring to the role.

Tips:

- Each cover letter should be tailored to each new position.
- Use specifics! Include examples from a past experiences that demonstrates how your skills qualify you for the job. Pick something that relates directly to the kinds of skills and experience described in the job description.
- Research the organization's mission, values and goals to mention in your letter. What makes this company unique? How do their values fit it in with your values?
- Read instructions! Some companies ask specific questions to be answered in your cover letter or request certain background information.

Cover Letter Check List:

- ✓ Company Address
- ✓ Job Title
- ✓ Company Name
- ✓ How you heard of job
- ✓ 1-2 lines of who you are am/why you're a fit position
- ✓ Why you want to work for **this** company
- ✓ 1-2 examples of why your skills/experience will help you succeed **in this job**
- ✓ Proofread
- ✓ Spellcheck

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Cover Letter Format

Your Name
Your Address
City, State, Zip Code

Employer Name
Attn: Name of Contact Person, Title
Address
City, State, Zip Code

Dear Mr./Ms. Last Name,

The first paragraph of your letter should include information on why you are writing. Mention the position you are applying for, the name of the company, and where you found the job listing. Include the name of a mutual contact, like ***NYC: ATWORK*** if you have one. Introduce yourself in one line by explaining how your skills and experience match the position, making you an ideal candidate for the role.

The next section of your cover letter should describe what you have to offer the employer. Mention *specifically* how your qualifications match the job you are applying for. Think of this section of the cover letter as where you're making a pitch for your fit as an employee and show makes you a great candidate. Employers will be more interested in what you can do for them, than a list of your background. Make the connection between your qualifications and the job requirements clear. Use this section to interpret your resume—don't repeat from it verbatim. Make sure to demonstrate your knowledge of the company's work and shared interests/values by sharing some information about their work that you find interesting or compelling.

Conclude your cover letter by thanking the employer for considering you for the position. You can briefly restate why you would be a good fit. Include information on how the employer can contact you for an interview.

Respectfully yours,

Your Name

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Cover Letter Sentence Starters

First Paragraph

1. **What position are you applying for? At what company? How did you learn about the job?**
   - I am excited to apply for the _____position at _____, which I learned about _____.

2. **How many years of experience do you have? What kind of education, training, or skills do you have? What about your background makes you a strong fit for this position?**
   - With ____ years of experience in _____and a _____ degree, I am confident I can _____ at [name of company].
   - Through _____ years of experience as _____, I have developed the _____ skills to succeed in _____.
   - I believe the _____position is a strong match for my _____ years of experience and training in _____.

Second/Third Paragraphs

3. **Research the company's mission, vision, and values and incorporate that into your cover letter. Based on your research, why are you interested in working at this company? What makes them unique? How do your values align with their values?**
   - Just as your company values_____, it is important to me because _____.
   - As my past experience demonstrates, I strongly value _____, just as [name of company] does.
   - Just like [name of company], I always _____. I am excited to be part of a company that _____.

4. **How does your past work experience qualify you for this job? What are specific achievements or responsibilities that directly relate to this position? Make the connection between your qualifications and the job requirements clear.**

   When I worked at _____ as _____ I was responsible for _____. In this position, I successfully _____. I was recognized for _____ and was selected to _____. Additionally, as the first person as _____ at ____, I oversaw ___, established _____, and piloted ___.

   I am excited to learn more about _____ at [name of company]. I learned about this when I was earning my _____ degree at ____. I studied ___ and collaborated with my classmates to better understand and measure . I look forward to applying this and other experiences to __ [name of company].

Conclusion

5. **Express appreciation for consideration. How can you be contacted for an interview**?

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Cover Letter Samples

[Applicants' Address]

August 6, 2018

New York Department of Health and Mental Hygiene
42-09 28th St,
Long Island City, NY 11101

Dear Hiring Manager,

I was delighted to learn about ① the Inspector, Bureau of Environmental Disease and Injury Prevention position at the New York Department of Health and Mental Hygiene through the Mayor's Office for People with Disabilities ***NYC: ATWORK***. It is with great interest that I submit this letter of application. I believe my educational background and experience meets the positions requirements. ② I possess a Master of Public Health, a Bachelor of Science in Biology, and relevant work experience doing data analysis and literature research review.

I am a highly motivated, results-oriented, compassionate individual who is interested in making a difference and ③ adding value to the mission of the Bureau of Environmental Disease and Injury Prevention by preventing health injuries in the disadvantaged communities as well as in the workplace by promoting healthy measures. As an undergraduate I enjoyed conducting fieldwork, writing reports, completing forms as well as outcomes of findings. In addition to the above, I have excellent spoken, organizational and written communication skills. I am proficient in various scientific and social services statistical software such as SPSS, R Studio and SAS, as well as MS Office.

④ Throughout my academic years, I received training in conducting studies and reviewing qualitative and quantitative statistics. While doing my Masters at SUNY Downstate, I gained experience in analyzing information and discussing results. Moreover, my work as a volunteer with various healthcare organizations and hospitals has helped me obtain more experience shadowing members of the healthcare community. I believe that my background in public health and my experience in laboratories make me a person who follows the instructions very carefully, makes good reports on experiments and summarizes data concisely.

⑤ Thank you for your time and consideration of my application. I welcome the opportunity to discuss my qualifications in more detail and have attached my resume for your review. Should you require additional information please feel free to contact me at [applicant's contact information]. I look forward to hearing from you.

Sincerely,

NYC:ATWORK

NYC Mayor's Office for People with Disabilities

[Applicants' Address]

October 9, 2018

NYC Department of Design and Construction
30-30 Thomson Ave
Long Island City, NY 11101

Dear Hiring Manager,

As a Public Relations Account Executive pursuing a career in government communications, I was excited to learn about the position for the ① Junior Public Information Officer position at the Department of Design and Construction through the Mayor's Office for People with Disabilities ***NYC: ATWORK***. ② I possess a BA degree and over two years of related experience, which will serve me well at the Department of Design and Construction. As a passionate advocate of community development, it would be wonderful to work at the Department of Design and Construction.

For over two years, I have been working as a Public Relations Account Executive at a PR Agency. ④ In this role I write press materials, including press releases, pitch letters and media alerts for over 30 clients. I also set up news conferences and manage the agency's social media accounts. My work experience in public relations spans over six years where I worked on projects, such as social media, writing press materials, pitching reporters, monitoring media coverage and developing media lists. I also have three years' experience in journalism at a newspaper and magazine. At the newspaper I edited, proofread, wrote and came up with ideas for articles. My work in the magazine included organizing, editing and selecting poems, articles, photos and drawings for publication.

I have worked at several nonprofits in a public relations capacity. ③ I love working at nonprofits and want to help improve the community of New York, which makes your organization a perfect fit for me. New Yorkers are not only assisted by the Department of Design and Construction through improvements of existing buildings, but also from the creation of firehouses, libraries, police precincts. As a New Yorker, I know these projects help so many people.

Thank you for your time and consideration of my application. Attached please find my resume for your review. ⑤ Should you require additional information please do not hesitate to contact me at [applicant's contact information]. I look forward to meeting with you and discussing my qualifications in more detail.

Sincerely,