WHEN E-MAILING - IS A COVER LETTER NECESSARY?

While cover letters are still expected in most professions, when emailing you may want to consider condensing the letter to a ‘cover note’. A cover note is a short 4 to 8 line message which seeks to introduce you and highlight one or two of your major experiences or qualifications. Cover notes are ideal for less formal industries and entry level positions.

Cover Note Sample:

Subject: Assistant Sales Manager

John Smith
jsmith@hotmail.com
000-000-0000
100 Main Street
Somewhere, WA 98200

Dear Mr. Jones:

As an experienced salesperson in a high volume men’s clothing store for more than ten years I am interested in meeting with you to discuss your opening for an Assistant Sales Manager in your Seattle flagship store. Last year alone I worked with the sales team to increase sales by 23%. I have an Associate’s degree in Business Information Technology from Seattle Central Community College. I have attached my resume for your viewing.

I believe my education and professional experiences would make me a great asset to your sales team at Jones Men’s Clothing and will e-mail you next week to see when it might be convenient for us to meet.

Sincerely, John Smith

When e-mailing your resume for higher level positions or in a more traditional industry you ran incorporate the cover letter into the message or send the cover letter as an attachment. When attaching the cover letter make sure to include a short message and always mention the position you are applying for in the subject.

FROM INTERN TO EMPLOYEE

You’ve landed a summer internship and are ready to start work. Don’t think of it as a summer job; you may be able to turn your internship into an offer of full time employment. Here are some tips for making the best impression:

- Always dress professionally; better to overdress than underdress and it is a sign of respect.
- Within the first week make an appt. with your supervisor to establish goals.
- Show enthusiasm as you complete even the smallest task.
- Ask your supervisor how they prefer to communicate (face to face, e-mail, instant message)
- Don’t be shy about asking questions for clarification so you do your best work.
- Keep a journal throughout the summer to track the skills you learn and what you accomplished.
- Network- attend events, staff meetings, informal gatherings, lunch w/staff. Get to know full-time staffers.
- Keep all correspondence professional: use proper grammar and capitalization.
- Before your internship ends make sure to get your colleague’s contact information and send thank you notes. Try to network with them by sending periodic e-mails.