Writing a Cover Letter

A cover letter should always accompany your resume when replying to a direct job/internship announcement.

A cover letter should demonstrate your fit with an organization.

Write a new cover letter for each job you apply for.

Lesson: Employers may read your resume before your cover letter; therefore, you should ensure that your cover letter describes how your past experiences are related to the position you are applying for.

Action Verb List

Use action verbs on your resume to begin statements describing your skills, responsibilities and accomplishments.

Administrative
- approved
- arranged
- cataloged
- classified
- collated
- compiled
- documented
- initiated
- monitored
- operated
- organized
- prepared
- prioritized
- purchased
- recorded
- resolved
- restored
- retrieved
- screened
- spearheaded
- specified
- systematized
- tabulated
- transformed
- word processed

Communication
- aided
- addressed
- appraised
- arranged
- arbitrated
- authored
- clarified
- conferred
- consulted
- contributed
- convinced
- composed
- coordinated
- conceptualized
- created
- counseled
- debated
- defined
- directed
- drafted
- edited
- explained
- expressed
- formulated
- helped
- informed
- inspired
- interpreted
- interviewed
- lectured
- mediated
- merged
- moderated
- negotiated
- participated
- promoted
- persuaded
- presented
- performed
- problem solved
- revitalized
- shaped
- synthesized
- visualized

Financial
- administered
- allocated
- analyzed
- appraised
- audited
- balanced
- budgeted
- calculated
- computed
- developed
- figured
- forecasted
- maintained
- managed
- marketed
- prepared
- projected
- tracked

Helping
- advised
- arbitrated
- assessed
- assisted
- attended
- carried out
- clarified
- coached
- coordinated
- counseled
- diagnosed
- delivered
- demonstrated
- educated
- empathized
- facilitated
- furnished
- mentored
- referred
- related
- provided
- served

Management
- achieved
- administered
- analyzed
- assigned
- chaired
- consulted
- contracted
- coordinated
- decided
- delegated
- developed
- directed
- established
- evaluated
- implemented
- improved
- initiated
- lead
- negotiated
- organized
- planned
- prioritized
- produced
- recommended
- reconciled
- reported
- reviewed
- supervised

Research
- calculated
- cataloged
- clarified
- collected
- computed
- correlated
- critiqued
- diagnosed
- discovered
- evaluated
- examined
- experimented
- extrapolated
- gathered
- identified
- inspected
- investigated
- monitored
- observed
- organized
- proved
- surveyed
- tested

Teaching
- adapted
- advised
- clarified
- coached
- coordinated
- explained
- guided
- informed
- instructed
- trained

Technical
- assembled
- calculated
- computed
- designed
- engineered
- installed
- maintained
- operated
- overhauled
-programmed
- remedied
- repaired
- solved
- upgraded

Construction Management

Address

14 Ram’s Way
Fort Collins, CO 80526

October 18, 200X

Mr./Ms./Dr.(insert Employer Name)
Crystal Media Group
Regional Sales Manager
409 East Virginia Avenue
Chesapeake, VA 23322

Dear Mr./Ms./Dr.(insert Employer Name):

I’m writing in regards to the Account Executive position that was listed with the Colorado State University Career Center. In conducting research on Crystal Media Group, I was impressed by the broad range of information that your publications provide, from historical and economical information to relocation guides. I am very interested in working for a company that has such an outstanding record of customer service while being in the top 5% in the nation for this field. After reading through the description of the successful candidate, I am positive I possess all of the qualities you are seeking in an Account Executive.

As you can see from my resume, I earned a Bachelor of Arts in Speech Communication from Colorado State University, with my specialty being group presentations. Whether it was reciting historical speeches in front of a class or delivering project updates to a professor in a mock boardroom setting, I always took the initiative to go beyond the group project to ensure the assignment was done properly and on time. Such confidence in public speaking lent quite naturally to a career in sales. My high sales figures while at Wilson Direct Marketing demonstrate my ability to adapt to various customer needs. I learned a great deal about persuasion, customer service, and multiple sale techniques from this experience.

In addition to my education and work experience, I have many skills that will enable me to be an excellent addition to the sales team at Crystal Media Group. I’m very interested in traveling and relocating to a new city. My independence and self motivation to go out and seek new business are two more qualities that are crucial to the field of sales. You will find that I am a motivated and enthusiastic team player who enjoys the challenges of reaching sales goals.

I’m very interested in meeting you and learning more about this position. I am available for interviewing at your convenience. Please feel free to contact me via e-mail at student@colostate.edu or leave a message at (720) 555-5555 to arrange a meeting time. Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,

(4 spaces)

Your Name (Typed)

Enclosure
Anytime you list a skill or experience you have on your resume, you should demonstrate how you have that skill.

**Construction Management Keywords/ Skills Box**

- **Timeliness**
- **Communication Skills**
- **Leadership**
- **Self Motivation**
- **Sigma Lambda Chi involvement**
- **Problem-Solving**
- **Organization/Attention to Detail**
- **Analytical and Critical Thinking Ability**
- **Multitasking Ability**
- **LEED Accreditation**
- **Teamwork**
- **Decision Making Ability**

**Construction Management Student**

CMstudent@colostate.edu  
123 Saw Mill Lane, Fort Collins, Co 80523  
970-631-1245

**EDUCATION**

Bachelor of Science in Construction Management  
Minor in Business Administration  
Colorado State University, Fort Collins, CO

**WORK EXPERIENCE**

**Field Engineer Intern**  
Granite Construction Company  
May 2008 - Aug 2008  
Salt Lake City, UT

- Applied classroom knowledge to real world experiences and gained exposure to numerous management functions performed within construction organization
- Managed various aspects of project including plan rotation, breeding bid list, contacting subcontractors, collecting and dispersing bids
- Performing quantity takeoffs, creating and managing online plan rooms
- Estimated, planned, and recorded daily production quantities in the field
- Supervised subcontractors’ work for accuracy and productivity

**Project Engineer Intern**  
Level (3) Communications, LLC  
May 2007 - Sept 2007  
Denver, CO

- Developed and executed project plan components to ensure all scheduled activities were met in a timely manner and met contract terms
- Provided consistent interaction with the customer’s technical team, vendors, sub-contractors and labor providers to ensure timely arrival of project equipment and completion of sub-tasks
- Calculated quantity takeoffs for bid processes
- Created and processed RFIs, change orders and submittals

**Customer Service Representative**  
Home Depot  
Academic school year 2006-present  
Fort Collins, CO

- Provided customer service and technical advice for home remodeling flooring projects
- Assisted with inventory and product displays
- Utilized effective problem solving skills to assist customers with product use and assistance with small projects

**LEADERSHIP AND ACTIVITIES**

- ASC Commercial Competition Team  
  October 2006-Present  
  Inducted Spring 2008
- Design Build Institute of America, Active Member  
  April 2008-Present  
  Inducted Spring 2008
- Utilized effective problem solving skills to assist customers with product use and assistance with small projects

**SKILLS AND CERTIFICATIONS**

- Experienced in plan reading and estimating
- **Multi-skilled** (i.e., Carpentry, Heavy Equipment, etc.)
- Skilled in AutoCAD and Free Hand Drafting
- **LEED Accreditation**
- **Sigma Lambda Chi involvement**
- **Problem-Solving**
- **Organization/Attention to Detail**
- **Analytical and Critical Thinking Ability**
- **Multitasking Ability**
- **Teamwork**
- **Decision Making Ability**

**EXEMPLARY SKILLS, CERTIFICATIONS, AND AWARDS**

- **Passed LEED AP v2.1**
- **Scheduled to complete the AIC Associate Constructor exam**
- **Passed LEED AP v2.1**
- **Scheduled to complete the AIC Associate Constructor exam**
- **Sigma Lambda Chi member**
- **Construction Honor Fraternity member**
- **Mechanically inclined**
- **Ability to operate a variety of Heavy Equipment and machinery, including...**
- **Carpentry skills including framing, drywall, taping, tile work, small scale plumbing and HVAC installation**
- **Study Abroad - Spain: Cultural and Spanish language immersion program**
- **Bilingual - ability to speak, read, and write the Spanish language**
- **Scholarship recipient**

**VOLUNTEER WORK**

- **Habitat for Humanity, Grand Junction, CO**
  - Assisted with the construction of three single family homes  
  2007-2009
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- **Habitat for Humanity, Grand Junction, CO**
  - Assisted with the construction of three single family homes  
  2007-2009
- **Youth Basketball Coach, Fort Collins, CO**
  - Head Coach for 3rd and 4th graders  
  2005-2009
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  - Head Coach for 3rd and 4th graders  
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