



## Cover Letter

A well-written cover letter makes a strong, immediate impression. It introduces you to an employer and explains your value. It is one element of your job application package, along with your resume and portfolio website. It should be written for a specific audience and tailored toward a specific job description. This resource works together with other CPD resources: Aligning Yourself: Job Description, Aligning Yourself: Company Research, and Cover Letter Worksheet.

### Salutation

- Address the letter to the specific person who has the power to hire you in the department or organization, Dear [First Name Last Name]: Spell the person's name correctly.
- If you do not have a name, address the company as a whole, Dear ArtCenter Team: or the position, Dear Hiring Manager:

### Part 1. Introduction

- Introduce yourself. Include your current status (student at ArtCenter, area of study, anticipated completion date).
- Let them know why you are contacting them, and mention the job for which you are applying.
- If someone referred you or recommended that you apply, identify them.

### Part 2. Why Them?

- Describe why you are interested in the organization or their products and services. Why do you want to work with them? How does your work align with theirs? Be specific.
- Show you've done your research by sharing how you connect with the company's mission statement or other places they've identified their values. (See Aligning Yourself: Company Research).
- Give an example of how a specific company product or project inspires you, your work, or your creative process.

### Part 3. Why You?

- Align your skills with the employer's needs by communicating how those skills would be valuable to them. This shows that you have done your research. (See Aligning Yourself: Job Description and Aligning Yourself: Company Research.)
- Describe your education, work experience (including specific projects), and how these have prepared you for the position. Use key words from the job description.
- Use concrete examples to show why you see yourself fitting in at their company. What can you contribute to the organization?

### Part 3. Closing

- Wrap it up and let the employer know that you appreciate their time.
- Using the company name, reiterate your enthusiasm for working with them.
- Indicate the best way to reach you and be specific: email or phone (your preference).
- Identify what you are sending. ("I have attached my resume and a link to my portfolio.")
- Include a signature on your email or letter (name, contact info, program at ArtCenter).

*\*This example is formatted as a PDF attachment. The cover letter may also go in the body of an email.*

# TINK ADAMS

## Creative Designer

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Dear. [First Name Last Name]:

I am writing to apply for the [name of position] at [name of company]. I am currently studying [name of program] at ArtCenter College of Design, graduating in [month, year]. I learned of this opportunity through [state where you found the position or if you were referred to it by an instructor/ faculty/ department chair if applicable].

As a student I have used [Company's Name] work as an inspiration for my own practice. I am inspired by dynamic projects like [project name] which [write about what inspires you about the project, what you find compelling, and how has it impacted/influenced your work]. I have also connected with [Company's Name] mission and values such as [reference the mission or a specific value that you have learned from completing your company research and explain why it resonates with you]. As a [Position Title], not only can I provide value to the team but it is also clear your supportive team will help foster my growth as a creative professional.

My coursework and internship experiences have prepared me well for this position. As an [intern or other work experience], I [concrete example, show how it meets one or more job requirements] My project [project name] in class [class name] allowed me to [draw parallels between your skills and the needs of the position]. I have gained experience in [list skills you developed that are relevant to the position] through [list internships, academic projects, freelance opportunities, personal projects etc.] In my work I strive to [describe goals, philosophy, approaches, and/or beliefs that match the organization] In addition, I worked on a project where I [be specific when describing 1 or 2 relevant projects you worked on].

I am excited about this [name of position]. With my design approach and my [specific background], I would make a unique contribution to [name of company]. Examples of my work can be seen online at [include link to portfolio website], and I can be reached at [insert preferred method of communication]. I thank you in advance for your consideration, and I look forward to hearing from you.

Sincerely,

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