

Cover it

Cover Letters

A cover letter and résumé can be powerful tools for any internship or job prospect. They are marketing tools that convey your skills, qualifications, experience, and potential value and contributions to an employer. Your résumé and cover letter should provide prospective employers an understanding that you are the right person for the job. There is no standard for writing a résumé or cover letter. But, there are best practices. The following is a suggested format.

Hecuba Trojan

hecubat@usc.edu | 619.916.9661 | San Angeles, CA

Use a **Contact Header** similar to your resume

Date  Date

Name of Employer/Organization
Business Address
City, State Zip Code  Enter the Employer's/Organization's address

Dear Ms. Opportunos,  Address salutation to a person whenever possible; use proper pronoun

My name is Hecuba Trojan. I am a Junior studying Neuroscience at the University of Southern California (USC). I am writing to express my interest in the Teacher Assistant position at the Rising Stars Foundation (RSF). I learned of this position after speaking with RSF recruiter Genaro Carrera at a USC networking event. I am further convinced that my values align with RSF's mission to serve through teaching. Moreover, I have the teaching experience, collaborative, and leadership skills to serve the role of Teacher Assistant.

I worked in several teaching and coaching capacities over the years. One of my most meaningful teaching experiences was when I worked as a Teacher's Assistant at the Creative Arts Center. I supported the teacher by helping to implement class lessons, facilitate small group discussions, and grading assignments. The experience helped me appreciate the level of planning involved in creating lesson plans, instruction, and assessment of student learning. I was able to develop and implement a lesson plan on music harmony with the teacher's guidance. The lesson was well received by students.

While I work well on my own, I also work well in teams. I love to working with people who share a common vision. As such, I am a member of the USC's *5ks for a Cure* club. The club organizes community 5k running events to help raise awareness and funds to support cancer research and cancer patients in need. I am part of the events committee that consists of four team members. We each had specific responsibilities but together we were able to organize three running events before the pandemic. My role was to secure sponsorship from companies and organizations. I secured sponsorship for each event and helped bring in \$3,500 dollars. Combined with individual donations, the events team helped raise over \$8,300 dollars.

I take a pride in serving in a leadership capacity. I firmly believe that anybody who can serve can lead. To me leadership is about commitment, humility, and the courage to lead by example. I developed my personal leadership while serving as Drum Major for my community college's marching band. As Drum Major, I was responsible for leading over 150 musicians perform marching drills and music at football games, parades, and events. I had to know the music intimately in order to lead weekly rehearsals, direct, and gain the musicians' respect. I committed every pre-season to analyzing and memorizing the musical scores we were to perform. I spent countless hours listening to musical recordings while practicing my conducting skills. It was not always easy to inspire the best out of every musician, especially discipline. I had exercise both discipline and levity. I was responsible for running effective rehearsals and address musicians who showed a lack of discipline to learn individual music parts, attend rehearsals on time, or maintain focus. When I needed to address musicians, I made sure to address musicians privately and at times publically; but with humor because band culture permitted a degree of social sanctioning. One time I sanctioned myself for showing up late to rehearsal. I ran one lap around the track to uphold the social sanction and one more lap to hold myself accountable. Marching band made be a better leader because it developed my self-discipline and inspired the same in others. I apply my personal leadership in everything I do.

I am excited at the prospect of joining and contribution to the Rising Stars Foundation and its mission. I have the teaching experience, collaborative, and leadership skills to serve the role of Teacher's Assistant. Moreover, I value RSF's commitment to service and teaching. I look forward to speaking with you about joining the RSF team! I am available at 619.916.9661 or hecubat@usc.edu.

Sincerely,

Your Signature  Use a respectful closing like *Sincerely*, *Respectfully*, or *Best regards*. Your signature is optional but a nice touch.

Hecuba Trojan

Paragraph 1
Introduce yourself. State your interest in the position, employer, and industry in the opening paragraph. Share how you learned of the position (if applicable). Identify 2-3 skills/experiences that underscore skills/experiences the employer is looking for in a candidate.

Paragraphs 2-4
Use Paragraphs 2-3 to write and elaborate on the skills/experiences you identified that match skills or experiences the employer desires in a candidate.

Last paragraph
Use the last paragraph to remind the reader of your qualifications. Restate your interest in both the position and organization. Close by sharing your interest to talk about joining the team. Keep the cover letter to 1 page when possible.