Welcome to the monthly issue of “Career Monthly,” brought to you by Kent State Trumbull’s Office of Career Services. The newsletter will keep you up-to-date with office happenings as well as provide resources and tools to help guide you through your career development journey! Do not hesitate to reach out to the Coordinator of Career Planning for any career related assistance or stop by her office, located in the Student Services Building, Room 143. Tune back in every first week of the month for a new issue of “Career Monthly.”

**COVER LETTER 101**

- Also known as a letter of application, a cover letter is a document in which you show your interest in a position. It provides you the opportunity to share achievements and qualification that would make you the perfect candidate!

- Always send a cover letter with your resume unless advised not to.

- A cover letter should be customized for each job you are applying for.

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*A person who never made a mistake never tried anything new.*

- Albert Einstein

**Did You Know?**

In 30 minutes, the human body gives off enough heat to bring a gallon of water to a boil.

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*Kent State Cover Letter Resource:*

https://www.kent.edu/career/resumes-letters

Pages 18-22
COVER LETTER FORMAT

Your address
Date

Name (try to obtain name)
Title of the professional
Name of the organization
Address of the organization

Dear Dr., Mr., Mrs., or Ms. (name):

First Paragraph:
• Specify the position for which you are applying and where/how you found out about it.
• Specify your degree and where you received it.
• State basic reasons for applying.

Second Paragraph:
• Highlight your qualifications, past work experience, internships, academic accomplishments, and personality traits. Try to elaborate on at least one major achievement.
• This will likely be your largest paragraph - remember, you are "selling" your skills.

Third Paragraph:
• Refer the reader to the enclosed resume.
• Make general comments about resume highlights.
• Indicate why you wish to work for their specific organization.

Fourth Paragraph:
• Express the fact that you are qualified for the position.
• Express your desire to meet and discuss your qualifications; ask for an interview.
• Give your phone number. If necessary, specify a certain time to call. Indicate you will call in one week to confirm your materials have been received.

Sincerely,
Your Signature

Your name-typed

"I never dreamed about success, I worked for it."
- Estee Lauder

MAJOR + CAREER CONNECTION

This month’s major: English

Possible areas to go into:
• Writing/Editing– creative writing, journalism, freelance writing
• Technical Communication– software/hardware documentation, grant writing, information technology writing, etc.
• Publishing– sales, circulation, production, marketing, promotion, administration, etc.
• Education– higher education administration, Info/Library science, tutoring, teaching, non-classroom teaching, etc.
• Advertising– creative services, account management, media, account planning
• Public relations– research, social media, fundraising, etc.
• Law– law assistance, corporate, government, mediation, lobbying, etc.
• Business– management, customer service, human resources, etc.
GUIDELINES

- Address the cover letter. If there is no contact information, attempt to identify the organization, if possible. Use “Dear Hiring Manager” if not able to find information.
- If the employer asks you to include salary requirements in the letter, always state your requirements in a range and that you are open to negotiation.
- Your letter must be well written, free of errors, and grammatically correct. Do not overuse the word ‘I’.
- Cover letter should be one page.
- Read letter out loud and have someone review it.
- A cover letter is NOT needed if handing resume directly to an employer.

CAREER SPOTLIGHT

This month’s Career Spotlight goes to Christine Cooney.

Job Title:
Senior Advisor I

What do you like to do in your free time?
Sewing, singing, playing guitar.

Favorite thing about your job:
“Getting to know and (hopefully) helping students.”

What does getting an education mean to you?
“Getting an education is all about opening up possibilities. When I first became a college student at Kent State Trumbull at the age of 38, the only real goal I had was to help my daughters get through college when they were ready. I had no idea at that time that I would still be on campus and working as an academic advisor 23 years later! Earning a desktop publishing certificate, an associate of applied business in office management, a bachelor of science in technology and a master of technology degree have opened up successive doors for me as a Kent State University at Trumbull employee and as a person. Had I not taken those first courses, I never would have had the opportunity to expand my knowledge base through several degrees and I never would have had the opportunity to make connections with the marvelous people of Kent Trumbull. I have learned so much from faculty, staff, and students, alike. My Kent State University at Trumbull education truly changed the direction of my life, and I will be forever grateful!”

One piece of advice for college students:
“Set Goals. Set short-term and long-term goals for yourself. When the long-term goals seem too overwhelming, focus on the short-term goals. Give yourself credit for accomplishing ALL of your goals. Each one is important. Each one leads to the next. Each one is an important step toward the long-term goal.”

Office of Career Services webpage:
https://www.kent.edu/trumbull/career-services