Dear Mr. Lewis,

I am a senior majoring in Psychology and Social Behavior at the University of California, Irvine pursuing a degree in Business Administration with a specialization in Marketing. I am very interested in joining your team and using my social media and direct marketing knowledge in a cutting-edge company like XYZ.

As the Vice-President of Membership for the UCI Marketing club, I increased membership this year by 30% using Facebook and Twitter to reach out to students across our campus. For my project in Marketing Research, I analyzed the marketing campaigns of several of the employers who recruit on our campus to see which methods were most effective for increasing student turnout at their events. Based on these experiences, I have developed a strong understanding of how to connect with the college age community which I am sure would be helpful to your clients. I am looking for an opportunity to develop these skills further and learn more about the marketing business by joining XYZ as a summer intern.

I have included my resume and look forward to talking with you in more detail about how I might contribute to your team. I will contact you within two weeks to set up an interview at your convenience.

Thank you for your consideration.

Sincerely,

Evan Lee

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Sample Cover Letter

**Cover Letter Tips:**

- Always send a cover letter with your resume or application
- Tailor your letter, explain why you want to work for that specific organization or position
- Exemplify clear and concise writing skills
- Show the connection between your experience and the position requirements
- Use the same font and header as your resume to create a professional look

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Dear Ms. Packard:

I am currently a student working towards a Bachelor’s degree in Social Sciences at the University of California, Irvine. I am applying for an internship position to work with the Children’s Wish Foundation.

I currently volunteer in an after school program at a local elementary school in Santa Ana and have worked with middle school students in the past. As a volunteer camp counselor for the middle school retreat that my church holds every summer, I have had experience in planning and facilitating activities as well as working with children in both individual and group settings. I believe that as an intern for your organization, I will have the opportunity to gain the skills and knowledge needed in order to pursue a career working with children.

Attached is my resume which provides additional information about my undergraduate work and job experience. I look forward to meeting with you to further discuss my background and qualifications. Feel free to contact me at 949-824-8800 or bethsherman@gmail.com.

Thank you for your time and consideration.

Sincerely,

Beth Sherman

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Email Correspondence

Any correspondence with an employer must be professional—even email. Here are some tips to help you make a good impression.

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Use the subject line to your advantage. You need to make sure the employer knows why you are emailing so they want to open it.

Do not leave the body of the email blank. You may use this area as a cover letter.

You might think that your email address babygirl@hotmail.com is cute, but an employer will not. Email accounts are free so set up a professional address if needed.

"You" is a word. "I" is not.

Employers do not want to know if you are intro or keep the emotions and text language out of professional communication.

Even a casual email with an employer needs to be professional.

An email might not be on paper, but you still need to use proper grammar, punctuation, and capitalization.

To: employer@office.com

**Subject:** UCI Junior Seeking Internship

**Attachments:** bethsherman.resume.doc

Dear Ms. Packard,

I am currently a student working towards a Bachelor’s degree in Social Sciences at the University of California, Irvine. I am applying for an internship position to work with the Children’s Wish Foundation.

I currently volunteer in an after school program at a local elementary school in Santa Ana and have worked with middle school students in the past. As a volunteer camp counselor for the middle school retreat that my church holds every summer, I have had experience in planning and facilitating activities as well as working with children in both individual and group settings. I believe that as an intern for your organization, I will have the opportunity to gain the skills and knowledge needed in order to pursue a career working with children.

Attached is my resume which provides additional information about my undergraduate work and job experience. I look forward to meeting with you to further discuss my background and qualifications. Feel free to contact me at 949-824-8800 or bethsherman@gmail.com.

Thank you for your time and consideration.

Sincerely,

Beth Sherman
Thank You Letters

Within 24 hours of your interview, you will want to send a thank you letter. It is acceptable and sometimes even preferred to use email, since it is the quickest way to correspond following an interview. Sometimes you may also send a printed thank you depending on the industry. If you interviewed with multiple interviewers, send a unique letter to each person (or copy the group on your email). You may also choose to send a hard copy business letter or handwritten note (just be sure your handwriting is legible).

Thank You Letter Format

Dear Mr./Ms. Last Name:

Thank the interviewer for devoting the time to discuss the available job. (1-2 sentences)

State your reasons for considering the job, why you feel you are qualified, and how the employer will benefit from hiring you. Include something unique from your interview that you found interesting to refresh the interviewer’s memory of you and your conversation. (3-5 sentences)

Again, express your interest and that you enjoyed the opportunity to meet. (1-2 sentences)

Sincerely,

Your Full Name

APPPLYING FOR THE JOB

Dress for an Interview

FAQs

about dressing for an interview

How do I find out what the proper attire is for an upcoming interview?
You can contact the Human Resources department of the company and ask them what is appropriate. Keep in mind that some technical companies encourage their applicants to dress more casually. Ask for a clarification as to what is acceptable. Is it khakis and a polo shirt? Slacks and a button-down shirt?

I have an interview scheduled, and they told me that I can dress business casual. What should I wear?
Even though an employer tells you that you can wear business casual attire, it is highly recommended that you dress in formal business attire. It demonstrates professionalism and maturity.

I can’t afford a really expensive suit and I know I have to wear one for interviews, what should I do?
There are many stores available that sell quality suits at discounted prices. Some students will borrow their friend’s suit if they have an interview coming up and are not able to go shopping, but your friend’s suit may fit you differently.

What if the recruiters or company employees dress casually during career fairs or on-campus interviews?
Employers want to see if you are able to represent yourself professionally. Therefore, it is recommended that you wear formal business attire to the interview.

Can I wear a shirt and tie without a jacket?
Wearing a shirt and tie without a jacket would be considered business casual and is not appropriate for interviews.

Should I wear a skirt suit or a pants suit?
Either a matching skirt or pants suit is acceptable to wear. Make sure that you are comfortable in whichever suit you chose to wear.

Keep in mind...

Where to shop

for interview attire

Macy’s
Nordstrom
JC Penney
Men’s Warehouse
The Limited
Ann Taylor Loft
Banana Republic
Marshalls
TJ Maxx

More Interview Attire Help

♦♦♦

• onforb.es/1xMjXcm
• Come to Drop-In at the Career Center

Interview Tips

• Arrive early - you’ll be on time and have a chance to collect your thoughts
• Treat all staff members with respect
• Silence your cell phone and dispose of any gum
• Make sure your hair and outfit are neat and refrain from using any heavy fragrances (your interviewer may be allergic)
• Keep bags and satchels on the floor, close to your seat
• Alert references that they may be contacted soon

Keep in mind...

What to shop

for interview attire

Macy’s
Nordstrom
JC Penney
Men’s Warehouse
The Limited
Ann Taylor Loft
Banana Republic
Marshalls
TJ Maxx

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