Research Experiences for Community College Students

March 2022

Welcome to the new monthly RECCS newsletter where you will find helpful academic and career tips, and a selection of current internships, entry-level job openings, and graduate positions. **This month's topic offers tips on writing a strong cover letter.**
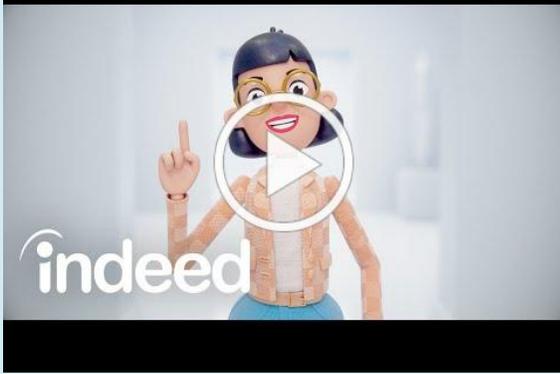
What is a Cover letter?

A cover letter is a document you send in with your resume that provides additional skills and information related to the position you're applying for. It explains details on your resume in more depth and gives the hiring manager the first impression of you. This is a chance for you to share who you are and highlight your experience as it relates to the job. Hiring managers use this to narrow down the candidates for a job.

How to Write a Cover Letter?

1. Pick the right template
2. Start with a header
3. Greet the hiring manager
4. Write an attention-grabbing introduction
5. Explain why you're the best person for the position and a good fit for the company
6. Conclude with a call to action

7. Use a correct formal closing

Types of Cover Letters

- **Application cover letter:** *Used with a resume submission or when requested for a job*
- **Referral cover letter:** *Used as an opportunity to introduce yourself and state the person who referred you*
- **Prospecting cover letter:** *Used when inquiring about openings at a company of interest*
- **Networking cover letter:** *Used to ask for help or advice, or inquire about positions in your network*

Read more on indeed

Tips for Writing a Good Cover Letter

1. Try and limit your letter to one page.
2. Tailor your cover letter to the job position.
3. Show some knowledge of the organization.
4. Use keywords listed in the job posting
5. Be proud of past accomplishments
6. Address the hiring manager personally
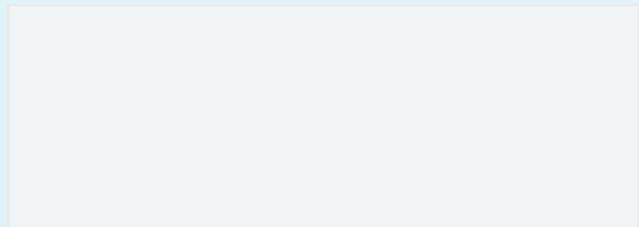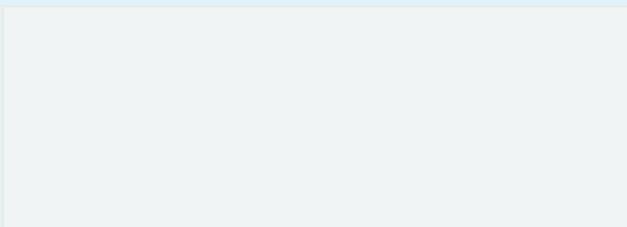7. Use stats - throw in numbers and examples

Writing Cover Letters

What is a cover letter? To be considered for almost any position, you will need to write a letter of application. Such a letter introduces you, explains your purpose for writing, highlights a few of your experiences or skills, and requests an...

Read more
writing.wisc.edu

Here are Field Specific Examples

How to create a good cover letter for a geologist: free tips and tricks

How to Write a Cover Letter for Internship (Examples &...

First things first-if you're wondering whether you actually need a cover letter for your internship application, the answer is yes. An internship application is just like any other hiring process, meaning that a recruiter will go over your...

Read more
novoresume.com

How to Write a Great Research Assistant Cover Letter...

A step-by-step guide to writing an effective cover letter for a research position, including a full-length example (Note: While this guide was primarily written for premed students looking to prepare a research assistant cover letter, the advice...

Read more
www.shemmassianconsulting.com

Join RECCS on Linkedin!

1. Create or update your Linkedin profile (**view the how-to video**)
2. Connect with us on **Linkedin**!

We post job listings or other opportunities on our page weekly.

Current Job Openings

- **AGU Bridge Program** **Multiple Locations** *(Closes March 31, 2022)*
- **2022 SOURCES Internship Program** **Los Angeles, CA**
- **Forecasting, Machine Learning and Data Analytics Internship** **Multiple Locations** *(Closes March 18, 2022)*
- **Intern - Student Trainee (Physical Scientist/Chemist)** **Multiple Locations** *(Closes March 22, 2022)*
- **Jug Bay Research Internship** **(2) Lothian, MD** *(Closes March 18, 2022)*
- **ACE: Invasive Species Mapping and Management Interns** **Multiple Locations** *(Closes May 31, 2022)*
- **Ph.D. Research Assistant (Hydrologic and Climate)** **Laramie, WY** *(Closes March 19, 2022)*
- **Environmental Engineer - Entry Level** **Broomfield, CO**
- **Entry Level GIS Tech** **Lakewood, CO**
- **GIS Analyst / Environmental Planner (Entry Level)** **Beltsville, MD**
- **Green Labs Program Assistant** **Boulder, CO** *(Closes March 14, 2022)*
- **Entry Level GIS Mapper Researcher** **Chatsworth, CA**

- **PLM Analyst - Entry Level** Denver, CO
- **Geologist/Hydrogeologist I** Denver, CO
- **UNAVCO Engineer I** San Clemente, CA
- **UNAVCO Engineer II** Boulder, CO

What is going on with RECCS?

RECCS received some great applications for the summer 2022 program, and we will be making offers in the next few days. Thanks to all of you that encouraged people to apply!

RECCS Team

Alicia Christensen, Bec Batchelor, Christine Okochi, Anne Gold (RECCS PI), and Karla Pineda-Velez

www.cires.colorado.edu/outreach/programs/reccs