Cover Letter Example

ORU
CAREER SERVICES

Your Name
Address City, State Email Phone

Date

Ms. Jane Doe
Human Resource Generalist
Oral Roberts University
7777 S Lewis Ave
Tulsa, State Zip Code

Dear Ms. Doe,

After having learned of your Marketing Assistant position through Oral Roberts University Career Services, I began to study the job description. Oral Roberts University's has had such a positive reputation and impact in the Tulsa area since its inception in 1963. I would be truly honored to contribute my skills and education in marketing to an organization that has been transforming the lives of students from over 70 countries! I am certain I would be a valuable asset to furthering your success in Tulsa and across the globe. Please accept my application for the position of Marketing Assistant at your University.

You are looking for someone with strong computer skills and marketing ability, as well as an understanding of student life. With a bachelor's degree in Marketing and a minor in Psychology, I am confident that my skills are a match to the skills you desire. I am meticulously efficient, dedicated to quality work, and organized in my work habits. Being a recent graduate myself I have a strong understanding of collegiate life. Please know that you can count on me to be a dedicated member of your team! You also seek someone with the necessary hands-on experience to bring confidence to the position. Although a recent graduate, I was privileged to obtain two excellent internships. My first internship provided valuable exposure to Marketing Strategies used in a reaching different demographics. In the second internship I was responsible for designing materials for Advertising Campaigns. In a short time, I was even asked to train three new employees on the organization's software systems.

I would consider it a great privilege to visit with you about the Marketing Assistant position. Please feel free to contact me at your convenience via 000–000-0000 or 0000@gmail.com. I look forward to interviewing with you and becoming as asset to Oral Roberts University. Thank you for your thoughtful consideration of my application.

Sincerely,

(Your signature)

Your typewritten name