

## Sample Cover Letter for Job #1:

Date

Name

Title

Organization

Address

City, State, Zip Code

Dear Mr./Ms. Last Name:

I am interested in the assistant position advertised in XXX. I am currently employed as Legislative Director for Assemblywoman XXXX, Chairperson of the NYS Assembly XXX. I accepted this position because of the emphasis on the writing and research skills which are applicable to your requirements for an author's assistant. My experience in the NYS Assembly has afforded me the opportunity to become familiar with the consolidated and unconsolidated laws of the State of New York. I also have extensive experience in legal and policy research.

In my position as Legislative Director for Ms. XXX, I prepare her personal legislation which deals with issues relative to her position as Senior Member of the NYS Assembly Standing Committee on XXXX. In as much as she is Chairperson of the XXX Committee I am, of course, heavily involved in the current welfare and medicaid reform movement.

In response to your search for a part-time assistant, I believe my experience in the Legislature, and my research and writing skills qualify me for consideration. If you would like, I can provide with current samples with my work.

To further acquaint you with the specifics of my background I am enclosing my resume. I hope you will consider me for this position. I look forward to meeting with you and discussing my qualifications in more detail.

Sincerely,

Your Signature

Your Typed Name

**Sample Cover Letter for Job #2:**

34 Second Street  
Troy, New York 12180  
October 4, 2009

Ms. Gail Roberts  
Recruiting Coordinator  
Department DRR 1201  
Database Corporation  
Princeton, New Jersey 05876

Dear Ms. Roberts:

Your advertisement for software engineers in the January issue of the IEEE Spectrum caught my attention. I was drawn to the ad by my strong interest in both software design and Database.

I have worked with a CALMA system in developing VLSI circuits, and I also have substantial experience in the design of interactive CAD software. Because of this experience, I can make a direct and immediate contribution to your department. I have enclosed a copy of my resume, which details my qualifications and suggests how I might be of service to Database.

I would like very much to meet with you to discuss your open positions for software engineers. If you wish to arrange an interview, please contact me at the above address or by telephone at (518) 271-9999.

Thank you for your time and consideration.

Very truly yours,

Joseph Smith

### **Sample Cover Letter Job #3:**

January 30, 2010

Mr. John M. Curtis  
HAL Corporation  
55 Washington Avenue  
New York, New York 10081

Dear Mr. Curtis:

As an experienced computer programmer who recently earned a Bachelor of Science degree in electrical engineering at Rochester Polytechnic Institute, I am writing to apply for the advertised job of software designer with the HAL Corporation. I am interested in a position that will allow me to combine the talents I have developed in both computer programming and electrical engineering. As you can see from the attached resume, I have extensive experience in many related fields, and I would enjoy the opportunity to join your team.

I am proud of the fact that I have financed my entire education through scholarships and summer jobs directly related to my field of study. This work experience has enhanced my appreciation for a career in software design. I have learned as much from my summer jobs as I did from my academic studies. For example, during the summer of 1986, while working for IBM in Boca Raton, Florida, I gained a great deal of practical experience in the field of electronic circuit logic and driver design. When I returned to school in the fall and took Computer Hardware Design, I found that my experience with IBM had thoroughly prepared me for the subject. Likewise, I hope the experience and education described in my resume suggest how I might be of service to HAL.

I welcome the opportunity to discuss with you how I might best assist HAL in fulfilling its present corporate needs. I look forward to hearing back from you soon regarding your decision. I intend to follow-up on the status of this application next week.

Thank you for your consideration.

Sincerely,

Signature

Joan Doe

## **Sample Cover Letter for Graduate School Admittance:**

Date

Graduate Program

University Name

Address

City, State, Zip Code

Dear Graduate Coordinator (get the name so you can make the letter more direct),

I am very interested in pursuing a masters degree at the University of UNIVERSITY NAME in Cardiac Rehabilitation (or the area you are interested in). From my review of graduate programs, and discussion with other professionals and students in similar programs, it is very evident that the University of UNIVERSITY NAME Exercise Science Program has an excellent Cardiac Rehabilitation program.

I am completing a very comprehensive Undergraduate Program in Exercise Science at the University of New Mexico. As you can see by my resume, this program has prepared me well for the graduate education challenges I now wish to pursue. I hope that the skills and knowledge I obtain from this graduate degree will give me the opportunity to seek a challenging opportunity within a dynamic rehabilitation setting.

I have enclosed all materials required for acceptance into the masters program. Thank you very much for your consideration of my application.

Sincerely,

Signature

Your Name

## **Sample Cover Letter for PT School (From Lynette Ewer)**

December 4, 2009

Kathy Dieruf  
Admissions Chairperson  
UNM School of Medicine  
HSSB Room 204

Dear Ms. Dieruf,

I am very interested in the physical therapy program at the University of New Mexico. I volunteered over 220 hours at the Veterans Administration Hospital (2008- 2009), which gave me the opportunity to experience and enjoy several different aspects of the physical therapy field. I am currently completing my undergraduate degree in exercise science, which I feel will enhance my abilities as a therapist.

My volunteer background has included the following: wound care, rehabilitation exercise programs, and spinal cord injury and mobility impaired patients in the therapy pool. I also gained experience in patient rehabilitation in the areas of knee and hip replacement surgery.

My bachelor's Degree in Exercise Science has provided me with the knowledge of exercise testing, EKG interpretation, fitness assessment and prescription, anatomy, and kinesiology. I have also taken courses that involved special populations, such as people with disabilities and the elderly.

The UNM physical therapy program came highly recommended by graduate students and physical therapists that I have talked with, and that the curriculum is outstanding. Through my research on deciding which school to attend I found that the New Mexico School of Medicine is one of the top in the nation. I would be proud to be a student in the UNM physical therapy program.

Through my volunteer work at the VA Hospital I have developed a compassionate approach and commitment to assisting people with medical and physical disabilities I would enjoy becoming a physical therapy student and look forward to speaking with you in the near future. Thank you for your consideration.

Sincerely,

Signature

Lynette Ewer

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