

COVER LETTER TEMPLATE - AD/POSTING

Your Name
Your Present Address
City, State, ZIP Code,
Date

Name of Contact Person
Title
Name of Company or Organization
Street Address
City, State, ZIP Code

Dear Mr./Ms. _____,

I am writing in response to your job posting on Careerbuilder.com for a _____. I am a _____ major at Princeton University and will be graduating this June.

The attached resume provides a detailed outline of the skills I have acquired through my education and work experience. Those that may be of particular interest to you include:

- (Description of skill #1)
- (Description of skill #2)
- (Description of skill #3)

I look forward to meeting you to discuss how I can contribute to your _____ department. I can be reached at _____ to arrange an interview at your earliest convenience. Thank you for your consideration.

Sincerely,

(Your signature)

(Your full name)

COVER LETTER TEMPLATE - CAREER DAY FOLLOW-UP

Your Name
Your Present Address
City, State, ZIP Code,
Date

Name of Contact Person
Title
Name of Company or Organization
Street Address
City, State, ZIP Code

Dear Mr./Ms. _____,

I am writing to follow up on our discussion during the recent _____ Career Fair at Princeton University. I enjoyed speaking with you about _____ (insert type(s) of positions or opportunities discussed) with _____ (name of organization). Thank you for sharing your insights about the recruiting process and the current needs of your organization.

As we discussed, I will be graduating in _____ (date of graduation) with a degree in _____ (major). In researching your organization, I am particularly interested in _____ (cite 1-2 facts). (Next, highlight one or two qualifications from your resume that you think would be of greatest interest to the employer based on your career fair discussion.) My background in _____ (related knowledge, skills, or experience) has helped prepare me for the challenges of the position.

I have attached another copy of my resume for your review. Please let me know if you require any additional information. Thank you again for your time and consideration. I look forward to speaking with you again soon.

Sincerely,

(Your signature)

(Your full name)