

SAMPLE COVER LETTERS

Office of Career Services
Suite103– Trinity Library
www.trinitydc.edu
202-884-9636



General Cover Letter Template

Your first and last name
Mailing Address
City, State and Zip
Telephone Number(s)
Email Address

Current Date

Prospective Employer
Professional Title
Company Name
Mailing Address

Dear (Address target formally-Mr., Mrs., Professor, etc. - unless you were instructed to use first name):

Introduce yourself by explaining briefly why you are interested in this person, company, or position. Do not begin with, "Hi. My name is ____ ." Make a closer connection by stating how you heard about the person, company, or position by referencing a referral, an article, or an industry event, for example. For the body paragraph, give your background briefly. Make sure it applies to why you are interested in this person or company. State what you want from the recipient. For example, I would like fifteen minutes of your time to discuss _____. Explain that you'd be very appreciative of their valuable time and advice.

The closing paragraph should offer a specific action for following up. For example, "I will call your assistant to see if I can schedule an appointment with you." If you state a specific action, make sure you follow through with it.

Thank the recipient for his or her time and attention.

Sincerely,

Your signature in blue or black ink

Your printed name

ADDITIONAL TIPS:

- **Avoid rewriting your résumé in your cover letter.** Only include specific things you would like to highlight about your experience as it relates to the desired position.
- **Keep it simple.** Avoid long, drawn out sentences with complicated vocabulary.
- **Be accurate.** Address the right people and check spelling. Avoid generic letters.
- **Limit your cover letter to one page** with three to five targeted paragraphs.
- **Use some of the words included in the job description** when writing a cover letter.
- **Proofread your letter.** Have other colleagues check for mistakes as well.
- **Be confident** in yourself and your skills.

Sample Cover Letter for an Internship

2838 Camphor Lane
DeLand, FL 32720
386-555-2922

Ms. Amanda Paulson
Universal Orlando
1000 Universal Studios Plaza
Orlando, Florida 32819-7610

Dear Ms. Paulson,

My unique mix of previous work experience and my status as a Stetson University business student in my junior year studying marketing, make me an ideal candidate for a summer internship with Universal Orlando

My experience in sales and customer relationship management, combined with my courses in marketing, have convinced me that hospitality marketing is a career option I would like to explore.

More importantly, an internship with Universal Orlando would be mutually beneficial. Your company has an excellent reputation for customer satisfaction, and I know that the combination of my experience, education, and motivation to excel will make me an asset to your marketing department.

I am sure that it would be worthwhile for us to meet. I will contact you within a week to arrange a meeting. Should you have any questions before that time, you may reach me via phone (386-555-2922) or via email (christina@stetson.edu).

Thank you for your time and consideration.

Sincerely,

Christina Appleton

A Sample Cover Letter for a New College Grad

7 Apple Court
Eugene, OR 97401
503-555-0303

Mr. Archie Weatherby
California Investments, Inc.
25 Sacramento Street
San Francisco, CA 94102

Dear Mr. Weatherby,

My outgoing personality, my sales experience, and my recently completed education make me a strong candidate for a position as an insurance broker for California Investments, Inc.

I recently graduated from the University of Oregon with a degree in marketing, where I was president of both the Future Business Leaders of America and the American Marketing Association.

Although a recent graduate, I am not a typical new graduate. I attended school in Michigan, Arizona, and Oregon. And I've put myself through these schools by working such jobs as radio advertising sales, newspaper subscription sales, and bartending, all of which enhanced my formal education.

I have the maturity, skills, and abilities to embark on a career in insurance brokering, and I'd like to do this in California, my home state.

I will be in California at the end of this month, and I'd like very much to talk with you concerning a position at California Investments. I will follow up this letter with a phone call to see if I can arrange a time to meet with you.

Thank you for your time and consideration.

Sincerely,

John Oakley

A Sample Referral Cover Letter

110 First Street
Alexandria, VA 22306
(802) 555-5544

April 15, 2008

Mr. Henry Fouche
Best Plans Publicity, Inc.
800 Madison Avenue
New York, NY 10022

Dear Mr. Fouche,

Nancy Jones of Green & Associates Advertising, suggested I contact you regarding the possible public relations opening in your firm.

As an editor/writer for Alexandria's city magazine, I've developed my talent and experience as a public relations writer. Because the staff is very small, I've worn a number of hats, including: developing the editorial format and individual story concepts, writing numerous articles, editing copy, laying out the magazine, and supervising production.

Prior to my current position, I was highly involved in the public relations industry, working for Jones & Jones, where I prepared numerous press releases and media guides, as well as managing several major direct mail campaigns.

My high degree of motivation has been recognized by my previous employers who have quickly promoted me to positions of greater responsibility. I was promoted from assistant editor to editor of *Alexandria Monthly* after only five months.

I am eager to talk with you about the contribution I could make to your firm. I will call you the week of April 25th to see if we can find a mutual time and date to get together and discuss the possibility.

Your consideration is greatly appreciated.

Cordially,

Mary Davison

A Sample Cover Letter in Response to Salary Requirement Request

7 Apple Court
Eugene, OR 97401
503-555-0303

Ms. Deanna Kindig
Dell, Inc.
One Dell Way
Round Rock, TX 78682

Dear Ms. Kindig,

My varied customer service and training experience, along with my extensive educational background, make me an ideal candidate for the corporate trainer position posted in your career center.

Much of my previous work experience has been in customer service, and the tools and techniques I have learned from this industry apply directly to the skills corporate trainers need -- the skills you seek -- speaking effectively, facilitating group discussion, solving problems, developing rapport, organizing, meeting goals, and managing groups.

My extensive educational background -- a bachelor's degree in marketing, with minors in human resources and communications, and postgraduate work in teaching and counseling -- will help me add new perspectives and ideas to your department.

I know I can be a key player on your training team, and I would like the chance to prove that to you.

Per your request, an acceptable salary range for this job, based on the description and my research, is \$45,000-\$50,000, not including benefits or supplements. My requirement is flexible and negotiable, depending on such factors as additional benefits, faster salary reviews, and increased advancement opportunities.

Thank you for your time and consideration.

Sincerely,

John Oakley

Sample Two-Column Cover Letter

Note: This letter does a great job of highlighting the match between the employer's requirements and her skills and accomplishments. The two-column method is an attractive way of showcasing the match.

Department of Human Resources
Davida Darwin
1900 Cassiopeia Avenue
Cockeysville, MD 21030

Re: Posting 101 Associate Director II

Dear Ms. Darwin:

When I read your ad for an Associate Director II on the Marylandworks job site, I couldn't help noticing how well your requirements align with my experience, education, skills, and background.

While my enclosed resume provides a good overview of my strengths and achievements, I have also listed some of your specific requirements for the position and my applicable skills:

You require:

Ability to coordinate and oversee the work of subordinates.

Ability to strategically plan, develop and implement programs and operations toward achievement of team's mission, goals, and objectives.

The analytical skills to perform needs assessments, evaluate current programs, and initiate changes or adjustments to current systems and improve operations.

Problem-solving and decision-making abilities.

I offer:

Experience in supervising 25 office employees and ensuring staff efficiency as a public-health program director.

Experience developing and implementing treatment programs as a public-health program director.

Success in having brought order out of chaos at an inner-city health clinic and vastly improving processes there.

Success in solving numerous problems at inner-city clinic, such as reducing number of emergency and drug-seeking patients; lobbying

for HIV-information dissemination; and increasing number of patients that could be given routine care.

Financial and personnel management expertise.

Expertise in both areas, through public-health and office-management background.

Interpersonal and communication skills that promote ability to serve as a liaison and resource.

Significant experience giving presentations, speaking persuasively, and interacting successfully with diverse individuals.

Since my experience and expertise fit your requirements so closely, I am clearly one of the people you'll want to see. I plan to contact you to follow up on this letter and see if we can arrange a meeting. In the meantime, please feel free to call me at my home number listed above. I look forward to our meeting. Thank you for your time and consideration.

Sincerely,

Bonnie Ellisberg

Sample Cover Letter for a Cold Contact

23 Hickory Tree Way
Belle Mead, NJ 08502
(908) 555-7495

September 12, 2008

Ms. Kristin Heller
The Research Institute
34 Marketing Court
Princeton, NJ 08540

Dear Ms. Heller,

As marketing companies are increasingly called upon to supply information on magazine readership to publishers, there is a growing need for trained and experienced professionals in the field.

Through my marketing/research experiences and my master's thesis, which have particularly dealt with improving marketing research studies so they can better define magazine audiences to potential advertisers, I am certain I could give you valuable assistance in satisfying research demands, managing key projects, and improving the marketing tools you currently use.

I will be completing my master's degree in December and would be interested in making a significant contribution to the Research Institute's profitability in a marketing/research capacity.

I am sure my services would be useful to you, and I will call you in early October to discuss an interview.

Thank you for your time and consideration.

Sincerely,

Scott Morris

