

SAMPLE COVER LETTERS

Candice Marie Stewart

College Address:
P.O. Box 80
Moraga, CA 94556
925.234.1234

Permanent Address:
76 Lagoon Drive
Monterey, CA 93940
cstewart@stmarys-ca.edu

October 7, 2009

Ms. Susan Smith
Human Resources Manager
Cheskin Added Value, Inc.
123 Shore Drive
Redwood Shores, CA 94065

Dear Ms. Smith:

Thank you again for taking the time to speak with me at the Saint Mary's College Career and Internship Fair on October 7th. I am writing to apply for the marketing coordinator position offered by Cheskin Added Value, Inc. Because of its commitment to excellence, its cutting-edge creativity, and its innovative strategies, your firm has achieved top status and numerous accolades in the market research industry. After hearing your perspective on the firm, I am even more enthused about pursuing employment with Cheskin Added Value, Inc. upon my graduation in May, 2010.

Through my class projects and coursework, my intern experience at a marketing agency, and my involvement in several campus clubs, I have developed strong written and verbal communication skills and the ability to think critically and strategically. I have utilized both my problem-solving skills as well as my creative abilities in order to execute a variety of different assignments. I enjoy working in teams, and I am a highly motivated, enthusiastic, and pro-active individual who is ready and willing to go above and beyond in the pursuit of any given task. Working hard to attain my goals, I thrive on challenges and am anxious to demonstrate my abilities.

I am confident that my communication, marketing, and business coursework, combined with my experiences outside of the classroom, have prepared me to make a valuable contribution to Cheskin Added Value, Inc.

I would very much like to meet with you to discuss my qualifications and interest and the possibility of working for Cheskin Added Value, Inc. Thank you in advance for your consideration. I can be reached at 925.234.1234 or cstewart@stmarys-ca.edu.

Sincerely,

Candice M. Stewart

Susie Jones

Permanent Address:
702 Marygold Ave.
St. Louis, MO 63103
256-280-5555

sjones@stmarys-ca.edu

College Address:
980 Saint Mary's Road
Moraga, CA 94556
925-555-5656

April 7, 2006

Mr. Steve Barrons
Director of Field Operations
Gallo Sales Company
30825 Wiegman Road
Hayward, CA 94544

Dear Mr. Barrons:

I am writing to apply for the sales representative position at Gallo in Modesto. Ann Smith, a Saint Mary's graduate and Gallo employee, informed me of this opening.

As you can see from my resume, the internship I had with XYZ Corporation provided an opportunity for me to gain practical experience with account maintenance and cold-calling new accounts. As a waiter in a high end restaurant for the past four years, I have learned firsthand how to effectively manage customers and their demands. I have been formally commended by management several times, and honored as "Employee of the Month."

The skills I have developed from my work experience and academic background support my strong interest in a sales career. Ever since I decided to pursue a sales career, Gallo has been at the top of my list of prospective employers. The strides your company has taken in the retail consumer marketplace – namely the integration of your product mix in expanding markets – make Gallo a leader in the industry.

I would very much like an opportunity to speak with you regarding the sales representative position. I will call you late next week to discuss my qualifications for the position, or you can reach me in the meantime at (925) 631-1234. Thank you for considering me for this position.

Sincerely,

Susie Jones

Enclosure

Michael Zack

123 Campos Drive
Moraga, CA 94556

michael.zack@yahoo.com
925.283.1234

June 7, 2009

Rebecca Clawson
Director of Human Resources
Butler, Shine, Stern & Partners
10 Liberty Ship Drive
Sausalito, CA 94965

Dear Ms. Clawson:

Having recently graduated from Saint Mary's College of California, I am currently pursuing a career in advertising and am very interested in working for Butler, Shine, Stern & Partners as an entry-level Account Coordinator. I am particularly attracted to your firm because it is well known as a creative and independent agency. In addition, BSS&Partners continues to win prestigious new accounts such as Carnival Cruise Lines and Taco Bell during challenging economic times and I would find it quite exciting to utilize my skills at such an agency.

Through my prior work and internship experience at two public relations agencies, I possess strong written and verbal communication skills and have employed both my problem-solving skills and my creative abilities in order to execute a variety of different projects. In addition, I have demonstrated that I excel under pressure and thrive off the innovation and creativity that Butler, Shine, Stern & Partners embraces. I am a highly motivated, enthusiastic, and pro-active individual who is ready and willing to go above and beyond in the pursuit of any given task. Now I am seeking the chance to incorporate my abilities and knowledge into a challenging job experience that will allow me to play an active role in your agency.

I am confident that my communication and business coursework, combined with my experiences outside of the classroom, have prepared me to make a valuable contribution to Butler, Shine, Stern & Partners as an Account Coordinator.

I would very much like to speak with you to discuss my interest and qualifications and how they match your needs. If you have any questions, please feel free to contact me at 925.283.1234 or michael.zack@stmarys-ca.edu. I will follow-up with you in the next week, and I look forward to talking with you soon. Thank you for your time and consideration of my resume.

Sincerely,

Michael Zack

David Martinez

123 West Avenue, Lafayette, CA 94567 – 925.123.4567 – dmartinez@gmail.com

February 28, 2009

Ms. Jane Smith
Partner-In-Charge
Big Public Accounting, Inc.
123 North Ave.
San Francisco, CA 12345

Dear Ms. Smith:

I was referred to you by Mr. John Pierce, a Partner with your Oakland office, who informed me that the San Francisco office of Big Public Accounting is actively seeking to hire quality individuals for your Auditor Development Program.

I have more than two years of accounting experience, including interning as an Auditor last year with the Oakland, CA office of Ernst & Young. I will be receiving my BA in Accounting this May from Saint Mary's College of California, graduating with honors. I am confident that my combination of practical work experience and solid educational experience has prepared me for making an immediate contribution to Big Public Accounting.

Having interned with a leading firm in the public accounting field, I understand the level of professionalism and communication required for long-term success in the field. My background and professional approach to business will provide your office with a highly productive Auditor upon completion of your Development Program.

Please call me at 123-222-3456 to arrange a convenient time when we may meet to further discuss my background in relation to your needs. If I have not heard from you by March 9, I will contact your office to inquire as to a potential meeting date and time. I look forward to meeting you then.

Sincerely,

David Martinez

***This type of cover letter will pay back far greater returns than the simple "introduction to me" letter that most people use. Remember that a successful cover letter is a marketing tool used to move your customer one step closer to buying your product. Customers do not buy features, they buy benefits. So make sure you drive home your benefit to the customer! And keep in mind that many employers look to the cover letter as an example of your written communication skills. Resumes are often written and proofed by others, but cover letters are often never proofed. Make certain that your cover letter is spell-checked, grammar-checked, and proofed by someone other than yourself.