

Example Cover Letters

200 S. Adelaide St.
Normal, IL 61761
November 6, 2012

Sarah Anderson, Coordinator
Human Resources Department
Rodale, Inc.
33 East Minor Street
Emmaus, PA 18098

Dear Ms. Anderson:

Through reading Rodale's mission, "to show people how they can use the power of their bodies and minds to make their lives better," I realized that your company has an environment unlike most other publishing companies. I would enjoy being a part of such a positive, inspiring environment. After reviewing the enclosed resume, I hope that you will find that I am the ideal candidate for the Editorial Assistant position for the Women's Health Books department (Job number: GO 02-032). My skills and experiences have given me the background necessary to jump into the position, taking all tasks head-on with interest and excitement. In the position of Editorial Assistant, I would contribute my detail-oriented nature and my organizational skills to assist in the smooth operation of the office.

I have demonstrated these skills in my position as an Editor of the Argus campus newspaper at Illinois Wesleyan University. My careful attention ensures that all parts of the features section are accurate and newsworthy. My strong organizational skills are essential for making deadlines and delegating responsibilities while fostering an environment of teamwork. I would use these skills to their full potential in the Editorial Assistant position to proofread and polish each piece of writing to the quality expected of Rodale.

My experiences within the IWU Writing Program as an English major have equipped me with the proofreading, editing and writing skills necessary to do this job well. As I edit stories for the Argus, I proofread and edit a wide variety of materials before adding them to the layout. I take great pride in knowing they are accurate and informative. Working at the Argus has also reinforced my skills and knowledge of writing as I am constantly exposed to different styles and their guidelines and intricacies. I was also selected to work at IWU's Writing Center after completing a semester of proofreading and editing training. I have found I truly enjoy this work. Helping friends and classmates determine the best way to make their points becomes an engaging problem-solving activity for me, and I get great satisfaction from working with them to find a solution.

I am highly interested in learning more about the publishing industry and I am enthusiastic about putting my skills and experiences to use on the Rodale team. Should you require additional information, I can be reached at (309) 452-1111 or via email at kpeterson@iwu.edu. Thank you for your time, and I look forward to speaking with you soon.

Sincerely,

Karen Peterson

Karen Peterson

2222 Main Street
Bloomington, IL 61701
January 7, 2013

Mary Davidson, Internship Coordinator
National Performing Arts Center
PO Box 101510
Arlington, VA 22210

Dear Ms. Davidson:

It is with great interest that I apply to be your next intern for the National Performing Arts Center Office of Operations and Administration. At Illinois Wesleyan University, I have spent the past several years preparing for a career in event planning and am interested in honing my skills as an intern at the National Performing Arts Center. I read the intern position descriptions on your website and spoke with Sue Jones, an IWU alumnae, who currently works at NPAC. Through this research I feel that this position would make great use of my skills and abilities.

During the past summer at IWU, I underwent extensive training to coordinate conference events at the University. I daily use event planning software and correspond with clients. As part of a team of three, we organize and carry out 21 conference events each summer. Additionally, I have been selected for two years in a row as the Social Event Coordinator for my sorority. To date I have planned over 20 successful social and fund-raising events for this organization of 70 women.

Lastly, it has been an honor to be chosen as a Tour Guide for the IWU Admissions Office. This experience has enabled me to fine-tune my public speaking and group organization skills. I conduct weekly tours for potential hires, prospective students and their parents, and incoming students. I believe this experience will be beneficial in my next professional position.

My resume is enclosed for your review. Please do not hesitate to contact me at hsmith@iwu.edu or 709.112.3291 if you have any questions or need further information.

Sincerely,

Hannah Smith

Hannah Smith