

Sample Cover Letter 1

Box 00001
Furman University
3300 Poinsett Highway
Greenville, SC 29613
June 1, 20xx

Mr. John Doe
Vice President
McKinsey & Company
P.O. Box 2222
Greenville, SC 12345

Dear Mr. Doe:

Would a team-oriented, analytical, creative individual with well developed problem-solving skills and professionalism be a welcome addition to McKinsey & Company? I feel confident that my diverse work experience and strong academic performance match the needs of the business analyst position advertised on McKinsey & Company's Careers website.

Both in an academic and professional work environment, I have demonstrated research, strategic planning, and project execution abilities. Data collection, analysis, and interpretation were crucial to my Summer Scholar team research project and my independent research as a Magill Scholar. While I worked as a project analyst for Service Resources, Inc., development of the multi-client service model required me to interact with internal and external clients, conduct cost-benefit analysis, and meet strict deliverabilities. This position required that I learn to operate ArcView GIS and a complete line of software extension, which demonstrates my ability to master technology quickly and learn on the job.

My teamwork and leadership skills are best demonstrated through my experiences with the Leadership Development Programs and the Peak Performance Ropes Course at Furman University. After learning many aspects of personal and professional leadership as a participant in the Leadership Programs, I was asked to return to teach underclassmen participants. In my roles as a Ropes Course facilitator and coordinator, I led initiatives and activities for corporate, student, and community groups. The facilitator's role is to observe group interaction and debrief activities in such a way that encourages team building, initiates teamwork, and improves group dynamics. These experiences have shaped my approach to team interactions and leadership responsibilities.

I hope this description of my qualifications and the attached resume convey my interest in putting my skills and experience to work for McKinsey & Company. Please call me at (864) 555-5555 after 1 p.m. to arrange an interview.

Sincerely,

Sue Furman

Sample Cover Letter 2

Box 00001
Furman University
3300 Poinsett Highway
Greenville, SC 29613
June 1, 20xx

Mr. John Doe
Vice President
Bank of America
P.O. Box 2222
Greenville, SC 12345

Dear Mr. Doe:

I am writing to apply for the financial analyst position that I discovered on www.monstertrak.com. I am eager to build on the analytical skills that I have acquired at Furman University and Merrill Lynch. The extensive training program at Bank of America will provide excellent tools to begin a career in finance. I have obtained analytical, communications, and time management skills, along with a strong sense of dedication, that will make me an asset to Bank of America.

During the course of my liberal arts education at Furman University, I have worked on different projects from examining annual reports to creating a new company and devising a strategic marketing plan. These projects helped me sharpen my analytical and writing skills. Throughout my Furman career I have given several PowerPoint presentations to students, professors, and upper-level administrators at Furman University. These presentations have helped me hone my verbal communication skills. Track and field has played a huge part in shaping my time management and communication skills. I have been committed to track for the past ten years. As a student athlete, I have juggled classes, practices, rehabilitation, and other extra curricular activities. By sticking to a strict schedule, I have been able to accomplish my daily tasks along with ongoing projects. Track also has provided me with another chance to sharpen my verbal communication skills. I have conducted numerous team meetings, and I often act as a liaison between Coach Mullin and the sprint team.

Working at Merrill Lynch has given me another opportunity to develop my time management and analytical skills, and has required keen attention to detail. As an intern, I have been assigned several tasks simultaneously; it has been my responsibility to prioritize and complete these tasks in a timely fashion. Paying close attention to detail has been a key part of my job when I am depositing checks or when I am analyzing financial statements. Occasionally, I have been responsible for proofreading letters for my boss before they were sent to current clients or reviewing a presentation before it was given to prospective clients. Working for Merrill Lynch has taught me that hard work inside and outside of the office is essential to success in the financial field.

I look forward to hearing from you. Please contact me at 864-555-5555 or sue.furman@furman.edu should you have any questions. Thank you for your time and consideration.

Sincerely,

Sue Furman

Writing a Cover Letter

In this first paragraph, you indicate the reason for writing, the specific position or type of work for which you are applying, and how you learned about the opening (Career Services, newspaper ad, referral, etc.)

The second paragraph should mention why you are interested in this position, the organization, its products or services, and above all, indicate what you can do for this employer. If you are a recent graduate, explain how your academic background makes you a qualified candidate for the position. If you have some practical work experience, point out the specific achievements or unique qualifications. Do not repeat your entire resume.

Refer your reader to the enclosed resume and/or application blank which summarizes your qualifications, training and experience in the third paragraph.

Close your letter by indicating your desire for a personal interview. You may want to suggest alternative dates and times or simply advise of your flexibility as to the time and place. Give your telephone number in the letter and offer any assistance which will help in a speedy response. Close your paragraph with a statement or questions which will encourage a response. You could do this in any one of the following ways: state you will be in the city where the organization is located on a certain date and would like to set up an interview; state you will call on a certain date to set up a later interview date; ask if the company will be recruiting in your area and could see you during that time; ask if he/she desires additional information and/or references which you would be happy to supply.