

SAMPLE COVER LETTERS

Take a look!



Evan Lee
12345 Stanford Avenue
Irvine, CA 92617

March 7, 2018

Karen Packard
Recruiting Manager
Enterprise Rent-A-Car
987 Corporation Drive
Irvine, CA 92602

Dear Ms. Packard:

I am a senior majoring in Psychology and Social Behavior at the University of California, Irvine, and I would like to join the Enterprise Rent-A-Car team as an Entry-level Management Trainee. After reviewing the job description on Handshake and the Enterprise website, I know this position is an excellent match for my interest in sales. I was also excited to learn that the core values at Enterprise, such as service, hard work, community, and fun align well with my own work values.

I look forward to applying my strong communication and leadership skills in a management training program. Last year as a Resident Assistant, I worked on a team of 8 members to foster the academic, social, and cultural programming in the residence hall. In this role I was responsible for the well-being of 50 first-year students which helped me develop and refine my management skills. It was through this experience that I became aware of my passion for leadership and teamwork and where I learned the importance of effective interpersonal communication. I will use these skills as a successful Management Trainee at Enterprise.

I would like the opportunity to meet with you and discuss my qualifications in greater detail. I will follow up with you in two weeks to check on the status of my application. Thank you in advance for your consideration.

Sincerely,

Evan Lee
Evan Lee

Enclosure: Resume

Model Anteater
67890 Campus Drive
Irvine, CA 92697

October 1, 2017

Mark Lewis
Marketing Manager
XYZ, Inc.
54321 Alphabet Circle
Irvine, CA 92604

Dear Mr. Lewis:

I am seeking a marketing internship and learned about your company from your ad in Advertising Age. I am currently a junior at the University of California, Irvine, pursuing a degree in Business Administration with a specialization in Marketing. I am very interested in joining your team and using my social media and direct marketing knowledge in a cutting-edge company like XYZ, Inc.

As the Vice President of Membership for the UCI Marketing Club, I increased membership this year by 30% using Facebook and Twitter to reach out to students across the campus. For my project in Marketing Research, I analyzed the marketing campaigns of several of the employers who recruit on our campus to see which methods were most effective for increasing student turnout at their events. Based on these experiences, I have developed a strong understanding of how to connect with the college age community which I am sure would be helpful to your clients.

I have included my resume and look forward to talking with you in more detail about how I might contribute to your team. I will contact you within two weeks to set up an interview at your convenience.

Thank you for your consideration.

Sincerely,

Model Anteater
Model Anteater

COVER LETTER TIPS:

- Always send a cover letter with your resume or application
- Tailor your letter, explain why you want to work for that specific organization or position
- Exemplify clear and concise writing skills
- Show the connection between your experience and the position requirements
- Use the same font and header as your resume for a professional look