

COVER LETTERS

Sample Cover Letter Format

Your Full Name
Street Address
City, State and ZIP

Date

Contact Name
Title
Company or Organization Name
Street Address
City, State and ZIP

Dear _____:

PARAGRAPH 1 - Introduction and Interest

- State your reason for contacting this organization and the position you are seeking
- Introduce yourself with major, year in school, what school you attend, etc.
- Express your interest in the position by referring to the responsibilities of the job description and what you would be excited to contribute, to offer, etc. as well as the field and industry of the company
- Show you have conducted research on the company through informational interviews, meeting someone at a career fair, following them in the news and/or social media, etc. (optional)

PARAGRAPH 2 - Match Yourself to the Opportunity

- Relate your relevant interests, skills, and abilities to the organization you are contacting. Highlight specific elements of your background which relate to the position
- Use action verbs to connect your experiences to the job description
- Avoid repeating your resume with lists of your accomplishments. Instead, write specific examples and stories of *how* you have developed the key skills

PARAGRAPH 3 - Re-express Interest and Closing

- Reaffirm your interest in the position and recap how your skills and/or experiences are a good fit for the position
- Express your desire to arrange an interview and indicate how you can best be reached
- You can include "I am enclosing/attaching my resume for your consideration"
- Lastly, thank the interviewer for his or her consideration

Sincerely,

Type Your Full Name

Sample Cover Letter

Evan Lee
12345 Stanford Avenue
Irvine, CA 92617

March 7, 20XX

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

Dear Ms. Packard:

I am a senior majoring in Psychological Science 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 would be excited to bring my enthusiasm to provide the exceptional customer service you pride yourselves in with each of your clients. 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. This included making the effort to personally get to know each of my residents by checking in throughout the week to see how they were adjusting to college life. I would not only share my own personal experiences and advice but also connect them with various people, offices and resources on campus. 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 am eager to bring these skills as a successful Management Trainee at Enterprise.

I would welcome the opportunity to meet with you and discuss my qualifications in greater detail. Please feel free to contact me at elee@uci.edu or 949.123.4567. Thank you in advance for your consideration.

Sincerely,

Evan Lee

Sample Cover Letter

Model Anteater

67890 Campus Drive | Irvine, CA 92697 | anteater@uci.edu

October 1, 20XX

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

Dear Mr. Lewis:

I am writing to be considered for the marketing internship I heard about through a fellow classmate and current Marketing Intern, Zach Jones, at XYZ, Inc. I am a junior at the University of California, Irvine, pursuing a B.A. 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. After reading the job description and speaking with Zach about his experiences, I am excited about the possibility of helping your company grow its online presence and social media followers through innovative promotions.

My prior experience makes me a great fit for this position. 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. I was successful in doing this by posting videos, photos and testimonials of our past events to showcase the benefits of joining the club. 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 increasing this target market for XYZ, Inc.

I have included my resume and look forward to talking with you in more detail about how I might contribute to your team. Please feel free to reach me at anteater@uci.edu or 949.456.7890.

Thank you for your consideration.

Sincerely,

Model Anteater

Model Anteater