



**Career and Internship Services**

# **Sample Cover Letters**

**Basic Cover Letter Template—Full Block Format—**

**Your Name**

Street Address

City, State, and Zip Code

Phone Numbers (*Specify: Home, Work Cell*)

E-mail

Today's Date

Addressee's Name (If known)

Addressee's Title

Company Name

Company Mailing Address

City, State, Zip Code

RE: Specify position being applied for with reference number if applicable

Dear Mr. (or Ms.) Last Name (*or use title, such as, Dear Hiring Manager, if name is not known*),

*First Paragraph (Introduction)*--state the position you are applying for, how you learned about the opening, and mention the name of anyone who referred you. If recently graduated or soon to graduate mention this and your degree.

*Second Paragraph (Body)*--Emphasize your qualifications for the position. Discuss your unique accomplishments and experience as they relate to the requirements of the job. For example, you can expand on particular accomplishments mentioned in the resume, or give a brief summary of your experience and education in key areas, such as, teamwork, organization, meeting deadlines, communication skills, technical skills, leadership, initiative. Qualifications could be discussed in paragraph, column or bullet form (see examples).

Whenever possible, demonstrate your knowledge of the company by mentioning recent news and information you have learned about it through research. (*could be expanded into an additional Paragraph*)

*Third Paragraph (Closing)*--Restate your interest in the position and in meeting with the employer to discuss the position further. Whenever possible state you will contact the employer for a meeting (or if it is not possible to initiate contact, state that you look forward to hearing from the employer).

Sincerely Yours,

*Your Signature*

Your First and Last Name (Typed)

Enclosure: Resume

**Posted Position/Entry Level—Full Block Format—Paragraph Style**

**Margery Manning**

1400 Ripley Drive  
San Francisco, CA 94222  
415-222-3333 (Home) 415-570-4444 (Cell)  
mmanning@outpost.net

January 11, 2004

Ms. Paricia Roundhall  
Manager, Regional Operations  
Maxwell House Network Systems  
24 Evergreen Drive  
South San Francisco, CA 92242

RE: Operations Analyst (Ref. No. 224567)

Dear Ms. Roundhall,

In May, 2002, I will be graduating from Dominican University of California with an MBA in Global Strategic Management. I was very excited to learn of your opening for an Operations Analyst through Craig's List and am enclosing my resume in application for the position.

Your description of the Operations Analyst position looks like an excellent match for my qualifications. I consider my organization skills to be a major strength. Attending school full-time while maintaining a part-time job has helped me become an expert in scheduling, time management, prioritization and efficiency. My written and oral communication skills are also well developed. I have received praise from my professors and internship supervisor for the excellence of my written research and project reports and I have honed my oral communication skills by making numerous class presentations. In addition, my job as Student Assistant in the in the Division of Business Office has been invaluable in helping me to refine my communication skills, since it requires that I communicate daily with students and staff to clarify requests, provide information, and resolve problems in a professional manner. Dominican's emphasis on team projects has also given me many opportunities to develop teamwork skills.

The September 30, 2001 issue of Business Week mentioned that Maxwell House Network Systems is the "company to watch" in the field of computer networking, citing its record of success and future plans for innovative projects. I would welcome the opportunity to contribute my own energy and expertise, as an Operations Analyst, to ensure its sustained and continued success.

I will call you next week to see about the possibility of arranging a personal meeting to discuss the position and my qualifications. Thank you for your time and consideration.

Sincerely Yours,

*Margery Manning*

Margery Manning

Enclosure: Resume

**Margery Manning**

1400 Ripley Drive  
San Francisco, CA 94222  
415-222-3333 (Home) 415-570-4444 (Cell)  
mmanning@outpost.net

January 11, 2004

Ms. Patricia Roundhall  
Manager, Regional Operations  
Maxwell House Network Systems  
24 Evergreen Drive  
South San Francisco, CA 92242

RE: Operations Analyst (Ref. No. 224567)

Dear Ms. Roundhall,

In May, 2002, I will be graduating from Dominican University of California with an MBA in Global Strategic Management. I was very excited to learn of your opening for an Operations Analyst through Craig's List and am enclosing my resume in application for the position.

Your description of the Operations Analyst position looks like an excellent match for my qualifications. I offer:

- **Strong Organization Skills** - Attending school full-time while maintaining a part-time job has helped me become an expert in scheduling, time management, prioritization and efficiency.
- **Excellent Written and Oral Communication Skills** - I have received praise from my professors and internship supervisor for the excellence of my research and project reports. I have honed my oral communication skills by making numerous class presentations. In addition, my job as Student Assistant in the Division of Business has been invaluable in helping me to refine my communication skills, since it requires that I communicate daily with students and staff to clarify requests, provide information, and resolve problems in a professional manner.
- **Teamwork Experience** – Dominican's emphasis on team projects has also given me many opportunities to develop teamwork skills.
- **Knowledge of Operations and Logistics** - Excellent coursework at Dominican and my prior internship have given me a strong knowledge base.

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Sincerely Yours,

*Margery Manning*

Margery Manning

Enclosure: Resume

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Your description of the Operations Analyst position looks like an excellent match for my qualifications. I offer:

***Position Requirements***

***My Qualifications***

**Organization Skills**

Attending school full-time while maintaining a part-time job has helped me become an expert in scheduling, time management, prioritization and efficiency.

**Written and Oral  
Communication Skills**

I have received praise from my professors and internship supervisor for the excellence of my research and project reports. I have honed my oral communication skills by making numerous class presentations. In addition, my job as Student Assistant in the Division of Business requires that I communicate daily with students and staff to clarify requests, provide information, and resolve problems in a professional manner.

**Teamwork Experience**

Golden Gate's emphasis on team projects has also given me many opportunities to develop teamwork skills.

**Knowledge of Operations  
and Logistics**

Excellent coursework at Dominican and my prior internship have given me a strong knowledge base.

The September 30, 2001 issue of Business Week mentioned that Maxwell House Network Systems is the "company to watch" in the field of computer networking, citing its record of success and future plans for innovative projects. I would welcome the opportunity to contribute my own energy and expertise, as an Operations Analyst, to ensure its sustained and continued success.

I will call you next week to see about the possibility of arranging a personal meeting to discuss the position and my qualifications. Thank you for your time and consideration.

Sincerely Yours,

*Margery Manning*

Margery Manning

Enclosure: Resume

# Cover Letter Paragraph Starters/Closers

Looking for new opening sentences for your cover letter? Check out these options-- remember to adapt them to make your cover letter individual and unique!

## Opening Paragraph Starters

I was very pleased to learn about your opening for a \_\_\_\_\_ position.

Please accept this letter and resume as an application for the position of \_\_\_\_\_ advertised in \_\_\_\_\_.

I would like the opportunity to put my education and experience to work for your company. Please accept the enclosed resume as an application for this exciting position.

*(prospecting letter)* Does your company anticipate the need for an \_\_\_\_\_? As a recent graduate of Dominican University of California with a \_\_\_\_\_ Degree in \_\_\_\_\_, I am eager to apply my skills and experience in the field of \_\_\_\_\_.

I am currently attending Dominican University and plan to complete my \_\_\_\_\_ Degree in May, 2004.

## Closing Paragraph Starters

I am eager to learn more about the position and describe my qualifications to you.

I would be delighted to speak with you in person about this position.

I would be very pleased to discuss the position and my qualifications further with you.

I look forward to having the opportunity to meet with you to discuss the position and my qualifications.

I would appreciate the opportunity to meet with you personally to discuss your needs and how I could contribute to your company's success.

Thank you for taking the time to review my resume.

I'll call you next week to see about the possibility of arranging an interview (meeting).

I will call you next week to see when your schedule might permit a meeting (interview).

I look forward to your reply.

I look forward to hearing from you so that we can arrange a meeting.