

Be sure to personalize your cover letter and customize it to the position for which you are applying. These examples are only meant to give you a feel for the types of language used in cover letter language. Use three to four short paragraphs.

First Paragraph – Introduction and Purpose of Letter

- “With great interest I read your posting for the [title] position in your [company, agency], which I saw on Monster.com. I believe that my interest, experience and education support my ability to learn and produce in this area.”
- “My educational background and experience support my interest in a career in [field - eg, Marketing]. I am interested in a challenging opportunity with your firm, with the possibility of eventual advancement in [marketing] management.”
- “I will be relocating to [town/city] after this year and would appreciate your consideration of my application for the position of [title] with your [company / school system], which I saw on Boston.com.”
- “My interest in entering a career in [industry or function] and my plan to locate in your [area or city] support my request for employment consideration with [name of firm/organization]. I would appreciate receiving information relative to your application procedure.”
- “Mr./Ms. [name, title] of [school / company] suggested that I write concerning my interest in [joining your staff / applying for your opening] as a [position].”
- “In the course of completing my [senior research paper/studies] at Simmons, I became familiar with your organization’s work with [product / research / clients]. I will complete my BA degree in May of this year, and would like to join your [functional area - eg, quality control] staff. My senior studies [or field experience] dealt with [short description].”

Second Paragraph – Selling Yourself and Making the Match to the Job

- “My educational background, experience in this area, and my sincere interest in the challenges offered support my belief that I have the qualifications you seek.”
- “During the past four years of college, I have developed, through education and experience, a strong desire to find an entry level opportunity in [work area]. I feel that I am equipped with solid educational preparation and valuable experience supportive of my qualification for a career in [industry or functional area].”
- “With a BS degree in Business Administration and Computer Science, plus considerable experience in [functional area], I am certain I could make a positive contribution to [name of organization/firm].”
- “Your opportunity demands the kind of responsibilities I seek in a career position. My experience and capabilities to supervise, communicate effectively, and to see a task to its successful completion, to „get the job done“, would support my contribution to the overall functioning of your operation.”
- “While attending school I have worked as a [department aide], [library technician] in [functional area] and have been involved in a variety of [research / analytical] assignments.”
- “I believe that my background and experience would enable me to make a positive contribution to a full-time career position with [type of work] responsibilities.”

- “I am confident that I can offer positive contributions to [company/agency] while being open to the personal growth the experience will undoubtedly provide.”
- “Previous experience in a variety of organizations has given me a considerable amount of confidence in my organizational abilities and inter-personal communication skills. Although I realize that each person, circumstance and problem dictates an individual approach, the background and attitude that I hold can be an asset in supporting the activities of the [society/council/organization].”
- “I view the position as described in [publication] as an excellent opportunity to learn and produce, and I would welcome the challenge to contribute to [company name] growth as a member of your [department] staff.”
- “I find the possibilities for learning and productive challenge in this position extremely attractive.”
- “The challenges and professional input I foresee in this position represent the type of opportunity I seek.”

Third Paragraph – Close and Next Steps

- “I would appreciate an opportunity to discuss my qualifications in a personal interview at your convenience. I will give you a call within 10 days to follow up.”
- “I look forward to an opportunity to discuss my qualifications in a personal interview at your convenience [at a mutually convenient time].”
- “I appreciate your consideration of my application and look forward to an opportunity to discuss my qualifications in a personal interview.”
- “I would appreciate the opportunity to discuss my background and your organization’s needs during a personal interview. I will give you a follow-up call at the end of next week to arrange a meeting.”
- “I would appreciate an opportunity to discuss the mutually beneficial possibilities of employment with [company name] in a personal interview.”
- “I plan to be in [student’s hometown] during our spring break from [April 2-April 9]. I would appreciate an opportunity to discuss my qualifications during this time. I look forward to hearing from you relative to an interview date.”
- “My thanks again for your time, Mr./Ms. _____. I look forward to hearing from you in the near future.”
- “Thank you for your time and consideration. If you require additional information, please call me at [direct/cell phone number].”

Signature Block

- Sincerely/Respectfully/In Anticipation,
- Your Signature
- Your name (typed)
- Enclosure(s) [if applicable]