

SAMPLE COVER LETTER 1

[Your Name]
[Street Address]
[City, ST ZIP Code]

November 1, 2010

[Recipient Name]
[Title]
[Company Name]
[Street Address]
[City, ST ZIP Code]

Dear **[Recipient Name]**:

OPENING PARAGRAPH: Clearly state why you are writing, name the position or type of work you are exploring, and how you heard about the position/company.

MIDDLE PARAGRAPH: Explain why you are interested in this employer and your reasons for desiring this type of work. If you have had relevant school work or work experience, be sure to point it out; but do not reiterate your resume. Emphasize skills or abilities that relate to the job. Be sure to do this in a confident manner and remember that the reader will view your letter as your writing skills.

CLOSING PARAGRAPH: You may refer the reader to your enclosed resume. Have an appropriate closing to pave the way for a meeting by indicating the action or steps you will take to arrange an appointment.

Sincerely,

[Your Signature or Name]

SAMPLE COVER LETTER 2

September 20, 2015

Ms. Ellie Wells
Senior Manager
Wallaby Yogurt Company
110 Mezzetta Court
American Canyon, CA 94503

To Whom It May Concern:

I am a senior at Florida International University (FIU) and am writing to apply for the Manager in Training opportunity at the Wallaby Yogurt Company posted through the Honors College at FIU. I am very interested in the field of marketing and would welcome the opportunity to contribute my research, writing skills, and experience to your growing business.

I am excited about Wallaby's commitment to organic, all-natural ingredients in its products. As a varsity field hockey player, I am very aware of the importance of healthy food as the foundation for a healthy life. Your emphasis on "learning by doing and leading by serving" is also consistent with the training I received as an athlete. Whether on the field learning new drills in the worst weather conditions or patiently working with a new team member, I am most fulfilled when contributing to the team effort.

In addition to my concentration in History, I have completed coursework in Economics. My academic work has strengthened my research and writing skills as well as my understanding of the economics of business growth and development. Working with FIU Undergraduate Women in Business (WIB) over the last two years gave me the experience and confidence to work in a dynamic, fast-paced organization where learning quickly and pitching in are instrumental to success. As a member of the Executive Committee, for example, I managed campus advertising campaigns that increased overall membership and attracted more than 500 students from 12 different schools to our annual Intercollegiate Fall Conference.

Thank you for your consideration. I very much look forward to the opportunity to speak with you in person about my interest in this position.

Sincerely,

Jane Smith

SAMPLE COVER LETTER 3

John Doe

123 Main Street, Miami, FL 33199 • 305-555-5092 • johndoe@gmail.com

January 18, 2016

To Whom It May Concern:

I would like to express my interest in the Biomedical Engineering Coordinator position. I have a combination of experience and skills that I believe match well with what Florida International University represents. A copy of my resume accompanies this cover letter, and I would like to highlight my qualities and credentials I believe are most relevant.

I have experience in multiple positions and a record of success in getting initiatives off the ground and flourishing. In these positions, I have had the opportunity to work with peers, students, and members of the community alike. Most recently, I am serving as a Sales Consultant in the Miami area where my main responsibilities are to develop new business and cultivate relationships with current clients.

While my resume provides more specifics, my previous positions have enabled me to develop in the following areas:

- I have experience in budgeting, financial monitoring, and revenue generation activities, including product sales, events, and corporate sponsorship.
- I have a background in both managerial and hands-on involvement in creating successful promotional and communications campaigns.
- I have a solid understanding of Florida International University policies, procedures, and administrative workings from my previous experiences at the University.

I am comfortable working with a variety of people in diverse environments. My background in education allows me to implement various presentation techniques and cater to different audiences. You will find me to be well-spoken, energetic, confident, and personable. I am a driven professional with the desire to help others.

I believe my qualifications would make me an outstanding asset to the Biomedical Engineering Program.

Thank you and I look forward to hearing from you.

Sincerely,

John Doe