

HIREJWU

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Cover Letter Examples

Brought to by Experiential Education & Career Services

These example cover letters are meant to familiarize you with the standards of writing a cover letter in your job search and include three styles:

Matching: You need to match the requirements of the position to your qualifications.

Referral: This gives you an edge since you have been referred by someone who knows the employer. It also gives you the opportunity to highlight your written communication skills.

Targeted: Used when you know the company you are applying to and can use highlights of qualifications statements to describe your credentials as a fit.

Our goal is to get you started. While we know the best ideas are usually imitated, it's important that you make **your cover letter your own**. The key to getting an interview is to target your cover letter so that it compliments, while not repeating, the details in your resume.

The best cover letters:

- Make it relevant to why the hiring manager is reading your letter; this means providing additional insight *not found on the resume*.
- Include a short summary of your qualifications—show them that you are the kind of employee who can **offer solutions**.
- Do not submit a form letter or one with too much creativity. If the employer is taking the time to read your cover letter they are looking to see if you can **sell them and that you can write well**.
- Never state that you will follow up; if they are interested in you **they will contact you**.

Still need help? We are here to assist you. Please visit Experiential Education & Career Services for expert career advising.



Matching Cover Letter

A Matching cover letter takes bullet statements from the job description and your own bulleted qualifications to show how you match the requirements of the position, instead of writing out your qualifications.

Your Name
City, ST
Your phone number
Your email address

Today's Date

Mary Jones
Human Resources Director American Insurers
2500 Brook Avenue
Boston, MA 00215

Dear Ms. Jones:

The position of Customer Relations Coordinator at American Insurers listed on the Johnson & Wales University job posting website caught my attention. The skills and qualifications you require closely match my experience in this career field:

Detail-oriented, experienced Customer Relations Coordinator:

- Four years' administrative experience with responsibility for numerous detailed reports
- Handled high volume of customer calls efficiently with a high level of customer satisfaction

Assist Customer Relations Manager:

- Worked with our Customer Relations Manager for two years in monitoring call center volume resulting in a 5% increase in call volume over a six-month period

Corporate experience with major clients:

- Regularly worked with providing products to purchasing agents at Fortune 500 companies

PC knowledge:

- Proficient with Mac and Windows software with the ability to create customized reports in Microsoft Excel and Access

Enclosed is my resume for your review and consideration. Please let me know if I can provide additional information that would assist in securing an interview. Thank you for your time.

Sincerely,

{Your written signature in blue/black ink}

{Your name typed}

Enclosure

Referral Cover Letter

A Referral cover letter gives you the advantage that you have someone referring you to the position who has a contact with that company.

Your Name
City, ST
Your phone number
Your email address

Today's Date

Mary Jones
Human Resources Director
American Insurers
2500 Brook Avenue
Boston, MA 00215

Dear Ms. Jones:

JoAnna Doe, vice president of marketing with Doneright Corporation, suggested that I connect to you directly regarding my interest in the Marketing Coordinator position with your organization. Although my resume is actively on file in Human Resources, Ms. Doe felt that you would want to be made aware of my unique qualifications and availability. Enclosed is a copy of my resume for your consideration.

For more than two years I have been **{briefly describe your actions}**. I have worked in all sections of the **{examples of work experience}**. This May, I will be graduating from Johnson & Wales University with my **{Degree}**. American Insurers interests me because **{list information about the company important to your decision in applying there or put information found through researching the company}**.

I look forward to meeting you in person. Please let me know the best way to follow up. Thank you for your time and consideration.

Sincerely,

{Your written signature in blue/black ink}

{Your name typed}

Enclosure

Targeted Cover Letter

A Targeted cover letter is used when you can use highlights of your qualifications statements to describe your credentials as a fit and the right candidate for the job.

Your Name
City, ST
Your phone number
Your email address

Today's Date

Mary Jones
Human Resources Director ABC Restaurant
2500 Brook Avenue, Suite 105
Boston, MA 00215

Dear Ms. Jones:

Please consider my qualifications for the Restaurant Manager position, which was posted on the Johnson & Wales University job posting website. With a proven restaurant background, I am well qualified and eager to represent your restaurant in this capacity.

Restaurants that are fast-paced require managers who can multi-task and meet value production deadlines, this is where I thrive. In relation to leadership, I have been responsible for up to 35 staff members and have built a reputation for making quality administrative decisions in a fair and confident manner. Constant negotiations with all levels of management and staff have strengthened my interpersonal skills.

Enclosed is my resume for your review and consideration. Please let me know if I can provide additional information that would assist in securing an interview. Thank you for your time.

Sincerely,

{Your written signature in blue/black ink}

{Your name typed}

Enclosure