



## Cover Letter Guidelines & Overview

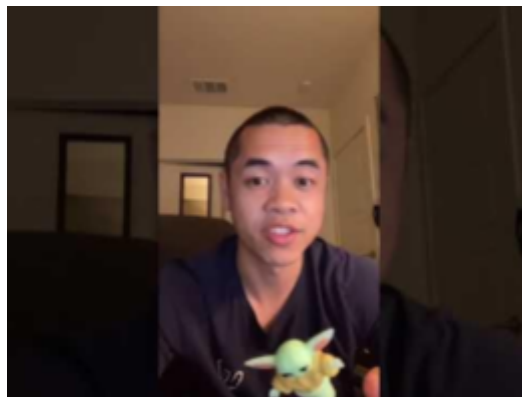
Watch Now: [How To Write A Cover Letter](#)



Watch Now: [How To Stand Out In Job Applications \(Don't Forget To Do This!\)](#)



Watch Now: [Should You Attach a Cover Letter If It Is Optional?](#)



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NAME

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City, State | Phone Number | Email | LinkedIn

Dear [INSERT COMPANY NAME],

With the utmost eagerness, I want to express my interest & passion for the <ROLE NAME> position. As a <QUALITY 1> & <QUALITY 2> driven employee, I know my versatile skills and qualifications will make me an asset to the team.

As you will find on my resume, I have had a variety of experiences with many different roles in <DESIRED INDUSTRY(S)>, from my time at <EXPERIENCE 1> to my time at <EXPERIENCE 2>. I am looking to make the next step in my career by leveraging my <DESIRED INDUSTRY(S)> to do <XYZ>.

As a prospective employee, I immediately can bring the following qualities to the team:

<SKILL 1>: <1 sentence intro about your career>. (Expand on 1 project example that exemplifies that listed skill). <2 sentences about context> <2 sentences about your actions> <2 sentences about impact>.

<SKILL 2>: <1 sentence intro about your career>. (Expand on 1 project example that exemplifies that listed skill). <2 sentences about context> <2 sentences about your actions> <2 sentences about impact>.

While my resume provides a quick summary of my experiences, I hope to have the opportunity to share how I can bring value to your company's needs.

Sincerely,

Name



## Student: Brand Sales Specialist Intern at IBM

### Wonsulting Wendy

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New York, New York | 562-XXX-XXX | hello@wonsulting.com | [LinkedIn](#)

Dear **IBM Hiring Team**,

With the utmost eagerness, I want to express my interest & passion for the **Brand Sales Specialist Intern role at IBM**. As someone who is **passionate about sales with strong business acumen**, I know my versatile skills and qualifications will make me an asset to the team.

As you will find on my resume, I have had a variety of experiences with many different roles in **Sales** from my time at **Wonsulting** and other roles. I am looking to make the next step in my career by leveraging my **sales** and **customer services skills** to increase client engagements within your company.

As a prospective intern, I immediately can bring the following qualities to the team:

**Previous Sales & Partnerships Experience:** In my previous experience as a Sales Intern at Wonsulting, I expanded our partnerships to 30+ brands including Handshake, Hirect, and TikTok. For brand partnerships, I would source potential partners and reach out via email to pitch the idea of a partnership. I also created 1-pagers for sales partners to show pricing modules and follower growth. By doing so, I increased revenues for Wonsulting by 23% throughout my internship.

**Knowledge of Software & Tech Sales:** I've had not only experience in Software & Tech Sales but also have attained the business acumen to know how to collaborate with teams on consultative scales. Throughout my experiences, I've been able to provide technical solutions and present recommendations to senior management leaders including VPs. My passion for client success and sales achievement align with your company's values and would be an asset for your company.

While my resume provides a quick summary of my experiences, I hope to have the opportunity to share how I can bring value to your company's needs.

Sincerely,

**Wonsulting Wendy**



## Early Career: Operations Analyst at Adobe

### Wonsulting Wendy

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New York, New York | 562-XXX-XXX | hello@wonsulting.com | [LinkedIn](#)

Dear **Adobe Hiring Team**,

With the utmost eagerness, I want to express my interest & passion for the **Professional Services Operations Analyst** role at Adobe. As someone who has worked in sales operations with efficient skills in Salesforce and other related functions, I know my versatile skills and qualifications will make me an asset to the team.

As you will find on my resume, I have had a variety of experiences with many different roles in **Sales Operations** from my time at **Wonsulting** and other roles. I am looking to make the next step in my career by leveraging my **sales operations** and **computer science skills** to increase client engagements within your company.

As a prospective intern, I immediately can bring the following qualities to the team:

**Previous Sales Operations and Project Management Experience:** In my previous experience as a Sales Operations Intern at Wonsulting, I collaborated with sales teams through platforms including Salesforce and Workfront. In these platforms, we ensured our processes were efficient for Account Executives and kept track of commissions to ensure payments were accurate. I also managed projects by figuring out strategic goals on Adobe Workfront and managed operational process improvements.

**Collaboration, Priority, and Adaptability Skills:** Throughout my experiences, I've collaborated with both internal and external stakeholders to present data regarding our business models. By doing so, I created stronger relationships with senior level executives and organizations including finance, legal, and sales. I've worked on multiple projects at once and exceeded expectations in each of my roles.

While my resume provides a quick summary of my experiences, I hope to have the opportunity to share how I can bring value to your company's needs.

Sincerely,

**Wonsulting Wendy**

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## Professional: Manager, Customer & Marketing at Salesforce

### Wonsulting Wendy

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New York, New York | 562-XXX-XXX | hello@wonsulting.com | [LinkedIn](#)

Dear **Salesforce Hiring Team**,

With the utmost eagerness, I want to express my interest & passion for the **Professional Services Operations Analyst** role at Adobe. As someone who has worked in sales operations with efficient skills in Salesforce and other related functions, I know my versatile skills and qualifications will make me an asset to the team.

As you will find on my resume, I have had a variety of experiences with many different roles in **Sales Operations** from my time at **Wonsulting** and other roles. I am looking to make the next step in my career by leveraging my **sales operations** and **computer science skills** to increase client engagements within your company.

As a prospective intern, I immediately can bring the following qualities to the team:

**Previous Sales Operations and Project Management Experience:** In my previous experience as a Sales Operations Intern at Wonsulting, I collaborated with sales teams through platforms including Salesforce and Workfront. In these platforms, we ensured our processes were efficient for Account Executives and kept track of commissions to ensure payments were accurate. I also managed projects by figuring out strategic goals on Adobe Workfront and managed operational process improvements.

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While my resume provides a quick summary of my experiences, I hope to have the opportunity to share how I can bring value to your company's needs.

Sincerely,

**Wonsulting Wendy**