COVER LETTER SAMPLE

Superstar Actor

12345 Sunshine Ave

Hollywood, Ca 45424

(937) 555-2121

1 June 2013

(WHO ARE YOU ADDRESSING)

Address Here

Dear :

(**What you are applying for**) I am applying to your ad from the Higher-Ed-Jobs website as an Admissions counselor.

(**Why you are attracted and qualified**) I was particularly attracted to this position because I have vast experience with young adults, as an instructor, mentor and sports coach.

(**Share some qualifications, bu**t **DO NOT RESTATE RESUME**) As you will notice in my resume, I have extensive experience with building professional relationships and student development. I also have excellent verbal and written communication skills. My particular expertise is problem solving and group dynamics. I feel strongly that my experience and talents would be valuable asset to Keiser University and the student body.

(**WRAP IT UP, AND TELL THEM YOU ARE THE BEST CANIDATE**) I am confident that I am the **best** candidate for this position as an Admissions counselor.   
(SAY THANK YOU AND PROVIDE CONTACT INFO) Thank you for your time. I look forward to hearing from you soon. I have references available upon request, and thank you in advance for this opportunity.

Sincerely,   
  
Your name