

Sample Cover Letters

Sample 1

XYZ
Address

January 22, 2018 Facebook
1101 Dexter Ave N
Seattle, WA 98109

Dear hiring team,

"You are only limited by your own skills and imagination."

When I read this review on your Glassdoor page, it really resonated with me. In a world that constantly bombards us with advertisements, videos, emails, sound bites, and more, it can be challenging to cut through the noise. This is a difficult problem business are trying to solve, but, as a content strategist, it's a problem I'm passionate about figuring out.

A journey that's only 1% finished.

As a daily user for over a decade, I've watched Facebook bring people across the world closer. I've also witnessed how the team has pushed itself to continually disrupt how people connect and consume content. As a creative, I'm constantly in awe at how well Facebook has been able to reinvent itself and adapt to a changing world. I think this is an extremely valuable quality in a company because when it comes to constantly succeeding, getting comfortable is not an option. As a business-of-one, I share this mindset.

Bringing the world closer using content.

I love the challenge of connecting people from all over the world using content. In fact, several months ago, I had the unique opportunity to develop a content strategy from the ground up for a client with over 300,000 email subscribers. The goal was to re-engage those subscribers and help them be more involved in the company's community. Thanks to the support of our content, marketing, and graphics teams, we were able to re-engage 88% of those subscribers within the first month of the campaign. It was a wonderful feeling because our team came together to bring those people closer - and it worked beautifully!

How can I take my relationship with Facebook to the next level?

I'd love the opportunity to share why I'd be a great addition to Facebook's content team. You can reach me at robert.rice@gmail.com or at (555) 555-5555, if interested. Thank you for your time and consideration. I look forward to hearing from you!

Sincerely,
XYZ

Sample 2

Jane Doe
12 Roundabout Way
Boston, MA 02101

January 22, 2018

Robert Hood
Hiring Manager
My Personal Finance
Planner 123 Georgia Drive
Boston, MA 02101

Dear Robert,

I remember the day when I decided to become a financial planner...

I was 17 years old. My parents sat me down and told me they couldn't help me pay for college because they hadn't adequately prepared themselves for the financial hit of sending me to school. Since then, I've been on a mission to help others plan for their futures, and the futures of their children, worry-free.

I believe that everyone should learn how to manage their money.

Like My Personal Finance Planner, I believe that everyone should be educated when it comes to managing their finances so they can make better decisions and reap the full benefits of their hard work. Over the last year, I've helped over 200 clients understand how to manage their money by advising them on retirement planning, saving for college, and investing in their future. It has been such a rewarding experience helping people of all ages develop confidence in their money management skills, especially in a time of economic uncertainty.

I'm passionate about what I do, just like your team.

I've been following My Personal Finance Planner for about 10 years now, and I've gotten to know several of its hard working employees. From what I can tell, they're passionate about helping others plan for their futures and they actually CARE about their clients and their goals. I chose to pursue this company because I believe in the people behind it and I'd be honored to be a part of that team.

How can I take my relationship with My Personal Financial Planner to the next level?

I'd love the opportunity to share why I'd be a great addition to My Personal Finance Planner's finance team. You can reach me at jane.doe@gmail.com or at (555) 555-5555, if interested. Thank you for your time and consideration. I look forward to hearing from you!

Sincerely
Jane Doe

Sample 3

Amanda Smith,
Atlanta, GA
USA 404 989 2001

5 MAY 2021

Sarah Thompson
Ernst & Young
5 Times Square
New York, NY 10036

Dear Ms. Thompson,

Everyone tells me the entry-level consultant position in any of the Big 4 firms is going to be the same. However, after attending 5 career fairs and speaking with over 20 professionals, it has become clear to me EY stands out from the rest.

What stood out to me the most were the energy levels of all the staff and senior consultants I had the privilege to meet. Whether they were talking about external client-facing engagements or internal business development assignments, they all mentioned how they contributed directly to the end result.

Having spent the past 2 summers interning at management consulting firms, I have not only developed robust problem-solving skills, but also a flair for project management.

In my latest role, I was involved in the full life-cycle of a finance project worth US\$ 2M: starting with the initial pitch deck all the way to assisting with a Shared Service Center (SSC) analysis. In particular, I received recognition for always being on top of deadlines and ensuring client deliverables were on time.

Thank you for your time and consideration. My work experiences, coupled with my affinity for project management, would make me an asset to EY's Staff Consultant Program. I can be easily reached at your convenience by email (amanda@example.com) or by telephone (404 989 2001).

Sincerely,
Amanda Smith