



Cover Letter Examples

For Various Career Fields

From the broadest sense, cover letters serve two purposes:

Express your **interest** in the organization and position to which you are applying

Expand upon your **skills and experiences** highlighted on your resume

With that said, there can often be **nuances** in how to approach constructing a cover letter for various industries. In addition, questions are often raised about which **what types of experiences** to include in a cover letter. While some may choose to highlight **work experience**, others will focus on their **personal projects**, or previous **research, academic, or extracurricular** experiences.

The goal of this packet is to break down the **structure of a cover letter**, and show you examples of how to **incorporate different experiences** into your letters for various career fields.

Crafting an Effective Cover Letter

Paragraph 1: Introduce Yourself

- **Identify the position** you are applying for, and how you learned of it.
- Explain why you are **interested** in applying for this role.
- You may want to include your year (e.g. junior), college, and major.
- Be sure to include something **specific** about the company (it's important to tailor your letter; **don't use generic language** that could apply to any company in that industry).
- Answer the questions: Why is this position right for me? Why do I want to work for this specific organization?

Paragraphs 2 & 3: Sell Yourself

- Indicate that you **understand the position requirements** and illustrate that you possess the skills required to add value in the role.
- **Highlight character traits** and/or specific experiences that prove you are a good fit for the organization and the role.
- **Do not** simply repeat what is on your resume.
- **DO** elaborate on skills and stories – be specific!!
- Look at the **required skills section** of the job posting for ideas of what to highlight.
- Answer the question: Why am I right for this position?

Paragraph 4: Closing

- Keep this paragraph **short and sweet**.
- Summarize your qualifications for the position and **reiterate why you** are a good fit.
- Provide **contact information** (cellphone and email).
- Say **thank you**!
- Answer the questions: Does the recruiter know how to contact me, and the type of position I am seeking?

A Few Tips & Tricks

- If you don't have the name of a contact, address the letter to "Dear Hiring Manager," or "Dear Human Resources Director." Don't address the letter to "To whom it may concern," or "Dear Sir/Madam"
- Limit the letter to 3-4 paragraphs, and 1 page.
- Expand on your resume; do not repeat it verbatim.
- Don not copy exact words/phrases from sample cover letters.
- Confirm that you've included the correct company name and contact information.
- Be enthusiastic. Show off your personality!

Look at the examples below to better understand how to apply this outline.

Brian McClendon
1000 Holt Avenue - 2222
Winter Park, FL 32789
mcclendon@gmail.com

June 6, 2019

Katherine Jackson
Jackson Public Relations
51 Mills Avenue
Orlando, FL 32794

Dear Ms. Jackson:

I am writing to apply for the position of Event Planner, as advertised in the Center for Career & Life Planning at Rollins College. Through several recent articles in The Orlando Business Journal, I have learned about the rapid growth and success of Jackson Public Relations in this area, and would like to know more about your organization's unique approach to promotions and publicity.

My interest in public relations began when I served as the Events Intern for the Winter Park Arts Festival. This position required great attention to detail in organizing and executing an event that annually attracts more than 100,000 people. In collaboration with two other interns, I managed an advertising budget of \$5,000, recruited over 100 food and craft vendors, and designed security plans to ensure the safety of guests at the event. My second internship with Best Public Relations in Atlanta, Georgia enabled me to observe account representatives making presentations to large and small clients and co-present a public relations campaign for a local restaurant. As a result, my presentation skills and ability to speak in front of large audiences greatly improved.

My two public relations internships, as well as my coursework and college activities, have prepared me to be a successful Event Planner at Jackson Public Relations. Enclosed are my resume and two writing samples for your review. I will contact you within the next two weeks to see if an interview may be arranged at your convenience. If you wish to reach me prior to that time, please call me at 407-646-2195. Thank you in advance for your consideration.

Sincerely,

Brian McClendon

Enclosures :

Kimberly Quick
1000 Holt Avenue - 2587
Winter Park, FL 32789
Kquick@yahoo.com

March 15, 2019

Ms. Doris J. Granberry
Principal
Bel-Aire Elementary School
10205 SW 194 Street
Miami, Florida 33157

Dear Ms. Granberry:

Please accept this letter of application for the fourth grade instructional position that is currently available at your school. I learned of the opening through a notice posted on the Miami-Dade County Public Schools website. After completing my Bachelor of Arts degree in Elementary Education this May, I will be eligible for the Florida Professional Teacher Certification in Elementary Education/ESOL (K-6). Additionally, I have passed all three Florida Teacher Certification Exams. I feel confident my academic background and curriculum development skills would be successfully utilized in this teaching position.

Bel-Aire Elementary has achieved high test scores in science and math over the past several years and my instructional skills can contribute to the continuation of your school's high standards. During my student teaching internship, I developed and initiated a three-week curriculum sequence on animal species and earth resources. This collaborative unit involved working with three other third grade teachers within my team and culminated in a field trip to Sea World's Animal Research Unit.

In my work with the third grade classes, I stressed critical thinking and the incorporation of mathematics and science units into the course. The student response was very encouraging as we had a 100% passing rate for this section. In addition, our team met state curricula guidelines and received numerous positive calls from students' families regarding the class material. Both my cooperating teacher and my supervisor from the teacher preparation program complimented me on my enthusiastic classroom presentations.

Please consider this letter an expression of my sincere interest in pursuing elementary vacancies that may arise in your school. I am confident in my ability to create a productive learning environment that is student-centered and welcome the opportunity to interview for a position with Bel-Aire Elementary. If you have any questions, you may reach me at krquick@rollins.edu or (407) 646-2195. Thank you for your consideration.

Sincerely,

Kimberly Quick

Kimberly Quick

Enclosure