



## Cover Letter Guide & Samples

A cover letter is an opportunity to put the experience on your resume into the context of the specific job to which you are applying. Through a cover letter, you set yourself apart from other candidates by showing **how** your experiences have given you the **skills** needed for **this position**. Each letter must be uniquely tailored to the positions you apply to and should be between 3-5 paragraphs.

### PURPOSE OF A COVER LETTER

- Express why you are interested in working for the organization. Take a moment to self reflect on how the company aligns with your personal values, mission and vision.
- Expand upon your resume or CV in order to emphasize how your qualifications align with the position.
- Show your ability to contribute to this organization and how they would benefit from hiring you.
- **Use the job description to tailor the cover letter to the position's specific qualifications.**

### ANALYZE THE JOB DESCRIPTION

- Do some research on the organization in order to best articulate why you are interested in this specific employer. What is their mission or approach to their work and how does it align with your values? Why are your skills, abilities, and interests a good match for them?
- When appropriate, use language and terminology that is specific to the industry to convey your knowledge.

### IDENTIFY YOUR SKILLS

- Start from the job description. Consider the skills that the employer is seeking.
- Remember the **transferable skills** that you have gained throughout your studies and other experiences that are fundamental skills that can be used in multiple work contexts. Some transferable skills include:
  - Management/leadership skills
  - Creative skills
  - Communication skills
  - Technical skills
  - Problem-solving, critical thinking, and analytical skills
  - Intercultural communication
  - Cultural competence
  - Self-Awareness
  - Interpersonal skills
  - Teamwork and collaboration
  - Time management
  - Research abilities

### CONSIDER YOUR EXAMPLES

- Once you have identified the skills the employer is looking for, brainstorm specific examples of experiences or times where you have demonstrated these specific skills.
- Each paragraph should focus on a specific skill or skills you possess, backed up with relevant examples.
- Display concrete results of specific experience, and the ability to contribute to and support the organization. Use 1-2 concrete examples, but do not restate everything from your resume.

**Sample Preferred Skill:** Communicate information effectively

- Times You Have Demonstrated this skill:
  - Working on a group project

- Your administrative responsibilities at the museum
- Your role as Outreach Chair in a student club
- Your on-campus job at the Wasserman Center

### **FORMAT THE COVER LETTER**

- Utilize a professional letter format. Address each letter to a specific person, if possible. If their specific name is not available, use Hiring Manager or Search Committee.
- Ask others to proofread the letter for clarity, grammar, and spelling. Details count!
- Do not address a person's title (ex. Ms./Mrs., Mr., Prof., Dr. ect.) unless you know how they identify. unless you know the person's pronouns (For Example: She/Her, He/His, They/Them)
- Layout - ½ inch to 1 inch margins
- Length - 1 page (except for some advanced positions), 3 to 5 paragraphs
- Font - 10 to 12 size font (match your resume font style and size)
- Heading - modern letter format (similar to resume heading)

### **ADDITIONAL RESOURCES**

- For undergraduate interviewing basics, take the self-paced interactive course in the **Violet Ready Career Toolbox** (in Brightspace!).
- For beginner and advanced interviewing skills and strategies, access the career-ready content of the **NYU Wasserman Career Modules**.

## **Sample Cover Letter Format**

**Your Name**

Your address - Your phone number - Your email

Date

Dear Hiring Manager, (or Name, if it's possible to get a contact name):

**OPENING PARAGRAPH:** Include a brief introduction about yourself, which may include what you've studied or an overview of your expertise. You have the option of including how you learned about the role, especially if you've received a referral. Demonstrate your knowledge of the organization by explaining what you appreciate about them. Close the paragraph by outlining the specific skill sets they're seeking in the job description, which you also possess.

**BODY PARAGRAPH(S):** A format that works well, especially for applying to any volume of positions, is to make each body paragraph skill based. Describe the skill the employer is seeking and then provide one or two specific examples that demonstrate this skill in an academic or professional realm. The skills you write about should differ depending on what the position requires. Tailor the skills and examples based on the position, so that each cover letter feels customized for that employer. (The cover letter supplements your resume, it does not repeat it. Keep it oriented to the employer's needs.)

**CLOSING PARAGRAPH:** The final paragraph is a perfect place to articulate how the company aligns with your values. Take a moment to review the organization's mission statement or purpose section, and describe how they align with your personal mission. After speaking about the company's mission/values, reiterate your interest and ask for an interview at the employer's convenience. Thank the employer for his/her consideration.

Sincerely,  
Your name typed

# Sample Cover Letter

**Dylan Lee Green**

New York, NY | (123) 456-7891 | name@nyu.edu

March 16, 2020

NYU Palladium Athletic Facility  
140 East 14th Street  
New York, NY 10003

Dear Hiring Manager,

As a sophomore at New York University majoring in Hotel and Tourism Management with a concentration in Event Management I am writing to apply for the Event Staff Position within the NYU Athletics Department. My event management skills and ability to work well with others are what make me a strong candidate for this position.

I have a dedication to working with others to produce excellent events. For two years, I have been an active member of the NYU Program Board. The Program Board is a student-run organization dedicated to providing affordable, quality entertainment and special events for the entire NYU community. It is comprised of several committees, and I am a part of the Strawberry Fest committee. In this role, I perform various tasks such as helping to secure a date for the festival, obtaining the required street festival permits, reaching out to local vendors, overseeing the advertising for the festival, as well as organizing a team of volunteers for the day of the event.

I strongly believe that my event management skills and ability to work well with others will be a great fit to assist the Athletics Department with the operation of varsity competitions and special events as an Event Staff worker. I would greatly appreciate the chance to work for the Facilities and Events Operations within the NYU Athletics department, and look forward to the possibility of meeting with you to discuss this position further. In the meantime, I can be reached at (123) 456-7891 or you can email me at name@nyu.edu.

Sincerely,

Jen Green

# Sample Cover Letter

May 3, 2020

1127 E. 116th Ave, Apt 5  
New York, NY 10016  
345-123-6789

NYU Global Inclusion  
and Diversity Office  
240 Greene Street  
2nd Floor  
New York, NY 10012

Dear Hiring Manager:

As a senior currently studying Industrial and Organizational Psychology at New York University, I am very excited about the opportunity to apply for the role of Human Resources Intern at NYU Global Inclusion and Diversity Office. One of the things that draws me to NYU Global Inclusion and Diversity Office is the organization's mission to build an inclusive culture for all members of the NYU community. I would be able to further the NYU Global Inclusion and Diversity Office goal of providing diverse training, professional development and inclusive practices for the community. Given my ability to maintain accurate records and communicate information effectively, I know that I would be able to contribute to this role immediately.

I understand that the ability to maintain accurate records is crucial to the role of Human Resources Intern. During my time as Club Secretary of the NYU Psychology Students Association, I kept diligent meeting minutes and ensured that our membership information was always up-to-date; this allowed us to analyze our progress in the goal of achieving full club participation in events. Additionally, during the course of writing my thesis, I maintained excellent records on all of the interviews I conducted, as well as the literature sources I used.

Furthermore, I am able to communicate information effectively, whether I am working with a high volume of people or am working with a single individual. During my time as an Office Assistant for the Kimmel Center, I provided information to over 100 students each day, in person, over the phone, and via email, always maintaining a sense of professionalism and placing great value on providing accurate and up-to-date information. Given the fast-paced nature of the Center, I also sometimes needed to communicate with numerous staff members at once to inform them about any challenges that had arisen or to update them with any new announcements, enabling events to run smoothly.

I feel strongly that my ability to maintain accurate records and communicate with individuals in a fast-moving environment will make me an excellent fit for the role of Human Resources Intern. I would welcome the opportunity to discuss the position in further detail. Thank you for your time and consideration.

Sincerely,

Karen Nguyen

# Sample Cover Letter

**LENA GARCIA**

**123 Sesame Street, Apt 1A, Brooklyn, NY, 11205 • (123) 456-7891 • name@nyu.edu**

December 16, 2019

ABC Food  
100 Spencer Street  
New York, NY 10000

Dear Hiring Manager:

I am very excited to submit my resume to be considered for the Brand Manager position at ABC Food. I completed my M.A. degree in Marketing from NYU and offer 4 years of professional experience in the media industry with a focus on social media, project management, and business development. I have worked across a wide range of brands from small startups to major companies in various roles related to social media strategy and audience development. I particularly want to pursue a career at ABC Food because of the commitment to organically grown and locally sourced goods.

My qualifications for this position include:

**Social Media Skills:** I have directed audience development for *Food Network Magazine*, served as the community manager for a start-up's social channels, and am leading the launch of a local restaurant blog with social channels. Through this experience, I've honed my skills in writing copy and publishing posts to build engaged communities.

**Project Management:** I've managed several marketing projects this past year at my current role at Justworks. I've also facilitated cross-team collaboration – with sales, marketing, public relations, editorial and legal departments – to ensure seamless brand development of the company's products and services both through online and traditional advertising channels.

**Business Development:** I've been successful in building high-yield partnerships and maintaining strong partner relationships by leveraging brand portfolios. At Justworks, I assisted in securing accounts with 20 major clients in the past two months that boosted revenue for the company by 30%.

With my current role managing several different marketing projects, I know what it takes to build buzz, start a conversation, and retain a loyal audience. I am confident that my entrepreneurial spirit, relevant experience in brand management, and passion for food would be an ideal fit. Please feel free to reach out to me at (123) 456-7891 or name@nyu.edu to schedule an interview at your earliest convenience. Thank you for your consideration.

Sincerely,

Lena Garcia