

## Template of Standard Business Format (Cover Letter)

Your street or box number  
City, State, Zip

Contact's Name  
Contact's Title  
Organization Name  
Street Address  
City, State, Zip

Dear Mr. OR Ms. (person's last name only):

Paragraph 1: Say what position you are interested in, and how you found out about it. If you found out about the job through a friend or family member who works for the company, include that also. In one or two sentences, say why you are interested in the position.

Paragraph 2: Explain what skills and experiences you have that would make you successful in this job. You can include examples from classes you have taken, previous jobs, or other activities. Explain how these experiences would make you good at this job. Do not just repeat your resume, but highlight interesting things about you that will show the employer that you will be good at this job.

Paragraph 3: Show that you know something about the company you are applying to. It looks very unprofessional to appear clueless about what kind of a place you might work for.

Paragraph 4: State that you would like a personal interview to further discuss this opportunity. If there is something unusual about your resume, explain it here. Tell the employer how you should get in touch with one another; for example, say that if you do not hear from them in two or three weeks, you will call them to follow up on your application. Conclude by thanking them for their time and attention, and express the wish to meet them in the near future.

Sincerely,

Your signature (leave 4 blank spaces for this)

Your name in print

## Cover Letter: Example #1

1234 Clifton Ave  
Cincinnati, OH 12345

January 5, 2010

Ms. Reynolds  
Team Recruiter  
Convergys  
1212 Reading Road  
Cincinnati, OH 45612

Dear Ms. Reynolds:

I am writing to express interest in the administrative assistant position, as described in your advertisement in The Cincinnati Enquirer. As an entry-level career job, it seems to me a perfect fit between my organizational and interpersonal skills, and the needs of your company for someone reliable who is willing to make a commitment.

I am very interested in making a career as an administrative assistant, as I feel that my experiences and interests make me well qualified for the position. I understand the importance of maintaining an organized and efficient office, and do not underestimate the weight of my responsibilities within the organization. Furthermore, I have experience with both Microsoft Office, including Word and Excel which I gained through a computer course in college. In addition, I work well with people from all walks of life, and I know how to interact professionally with both co-workers and clients.

Convergys is a reputable and important company in the Cincinnati area that manages the human-resource, customer service, and financial needs of many other community organizations. As such, it is a perfect setting for a person to enter the professional field and eventually build up their career, which is why this is such a great opportunity.

I thank you very much for this position. Please find my resume attached. I am eager to interview with you at a time of your convenience, and understanding the pressures of time, I will call to follow up on my application should I not hear from you in two weeks. I thank you again sincerely for your time, and I hope to hear from you soon.

Sincerely,

Jasmine Sanchez

5325 Shannon Lane  
Columbus, OH 43235

June 7, 2014

Mr. Gregory Bauman  
Acorn Bookshop  
1464 West 5<sup>th</sup> Avenue  
Columbus, OH 43212

Dear Mr. Bauman,

I would like to apply for the bookshop assistant position with Acorn Bookshop.

I am a high school student with extensive experience in customer service. I am eager to continue delivering excellent service and developing my skills with Acorn Bookshop, particularly due to my love of literature.

I have developed strong interpersonal skills as a result of over three years of experience in customer service roles. In my current role, I provide CopyJet customers with accurate information about the print and copy department's products and services, demonstrating my strong verbal communication skills and professionalism. I have also demonstrated exceptional organizational skills in this position, managing all paperwork in my department and keeping orders on track for delivery. My sound time management skills are further evident in my ability to juggle full-time study and part-time work.

I am always eager to seek new responsibilities and learn new skills in the workplace. I am self-motivated and enjoy taking initiative to achieve better results for the business. Please find my resume enclosed for your review. I would love the opportunity to discuss my application with you in further detail, and look forward to hearing from you.

Yours sincerely,

Paige Barber

Andrew Marks  
The University of Baltimore  
1420 N. Charles St  
Baltimore, MD 21201

September 8, 2013

Samantha Everett  
Manager  
Microbac Laboratories, Inc.  
201 Van Deman St  
Baltimore, MD 21224

Dear Ms. Everett,

I am interested in applying for the scientific research summer internship position that was listed through the University of Baltimore Career Services Office.

I have had a great deal of laboratory experience in chemistry, biology, and geology, both indoors and in the field. In the lab, I have performed chemical reactions and I am currently using microscopes to observe many specimens. In environmental field studies, I have conducted outdoor labs to assess water chemistry.

Last summer, I worked as conservation assistant at Clumber National Park. I am seeking to complement this outdoor experience with a research internship in order to acquire the background necessary for a future career in scientific research.

I believe that I would be an asset to your program. This internship would provide me with the ideal opportunity to assist at your organization and to expand my research skills.

Thank you for taking the time to review my application. I will call next week to see if you agree that my qualifications seem to be a match for the position. If so, I hope to schedule an interview at a mutually convenient time. I look forward to speaking with you.

Respectfully,

Andrew Marks