

Sample Cover Letter

September 1, 20xx

Ms. Jane Smith
Human Resources Manager
ABC Pharmaceuticals
1977 Howieson Court
Wadsworth, OH 44281

Dear Ms. Smith:

I am applying for the position of **Pharmaceutical Sales Representative** which was advertised this week on *Indeed.com*. With regard to your requirements for the position, please note that I have completed my Bachelor of Science degree in Biochemistry and possess two years of sales and customer service experience with ABC Marketing. I believe that many of the qualities I have developed through work, athletics and extra-curricular activities (competitiveness, teamwork and dedication) match the qualities you desire in a sales representative.

First paragraph: State what job you are seeking, how you found out about the job, and how you are qualified for the job. You may include personal characteristics.

I have been interested in your company since I researched it for a recent class project. I have also followed the progress of some of your more recent drugs, especially those used to treat arthritis, and diabetes. I am excited about the prospect of joining an organization that has received numerous awards for leadership in the industry and for developing products on the cutting edge of healthcare. *Second paragraph: Explain your motivation or interest in working for the organization or in the position you are seeking. Either be specific or leave this section out. Do not pretend to have researched the organization, because it will be obvious to the employer.*

I would like to discuss my qualifications for this position in more detail. I will contact you this week to answer any questions you may have about my background and to request an interview. If you would prefer to speak with me sooner, you may call me at (330) 555-9910. I look forward to speaking with you soon. *Third paragraph: Discuss the next step. Ask for the interview. Tell them how to contact you.*

Sincerely,

Mary Jones

The purpose of the cover letter is to personalize the resume and to put it into context (not just to summarize or re-write it). What information goes in what paragraph is not as important as conveying that information in a clear and concise manner.

Sample Cover Letter

September 1, 2020

Ms. Jane Johnson
Human Resources Manager
ABC Investigation & Research Services
1977 Howieson Court
Wadsworth, OH 44281

Dear Ms. Johnson:

I am applying for the position of Junior Investigator which was advertised this week on *Handshake*. With regard to your requirements for the position, please note that I have completed my Bachelor of Arts degree in Criminal Justice and possess two years of experience working with the public. I believe that many of the qualities I have developed through my previous employment (attention to detail, resourcefulness, and perseverance) match the qualities you desire in an investigator. *First paragraph: State what job you are seeking, how you found out about the job, and how you are qualified for the job. You may include personal characteristics.*

I have been interested in your company since I met one of your representatives at a career fair when I was a freshman, and have followed your company's social media for the last year. I am excited about the prospect of joining an organization which is experiencing significant growth in a slow economy, and I was also pleased to see that you were named to "Ohio's Top 100" for best places to start a career. *Second paragraph: Explain your motivation or interest in working for the organization or in the position you are seeking. Either be specific or leave this section out. Do not pretend to have researched the organization, because it will be obvious to the employer.*

If you would like to meet to discuss my qualifications for this position, as well as how I might help your organization meet its goals, you may contact me at (330) 555-9910 or at mbatabash@email.com. Thank you for the opportunity to apply. I look forward to meeting you. *Third paragraph: Discuss the next step. Ask for the interview. Tell them how to contact you.*

Sincerely,

Mary Batabash

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Sample Cover Letter

June 1, 20xx

Ms. Katrina Jones, Superintendent
Cary Local School District
531 Main Street
Kronos, OH 44444

Dear Ms. Jones:

I am applying for the position of **Spanish Teacher** at Cary Senior High School, which was advertised on your web site. I have recently earned a bachelor degree with a double major in Spanish and French, and a minor in Adolescent & Young Adult Education. I am available for work as early as August 1st. In addition to my teaching credentials, please note that I have several years of experience working with students in a variety of educational settings including Camp Invention and the Everhard Public Library. I also possess tutoring experience through the University of Mount Union. I have made extra effort to expand my world view by studying and traveling abroad, participating in mission trips, and volunteering with the Youngstown Neighborhood Center. This effort supports one of my primary goals as a teacher, which is to help students see beyond their community and to expand their horizons. *First paragraph: State what job you are seeking, how you found out about the job, and how you are qualified for the job. You may include personal characteristics.*

My interest in the Cary Local School District stems from student observation hours at your high school. I learned a great deal by working with Mrs. Smith and Mr. Miller, who encouraged me to explore the benefits of teaching in a rural district. I also come from a similar district where county fairs, 4-H, and FFA were the norm for a large percentage of the student population. I believe this background will help me relate to your students, their parents, and the community. *Second paragraph: Explain your motivation or interest in working for the organization or in the position you are seeking. Either be specific or leave this section out. Do not pretend to have researched the organization, because it will be obvious to the employer that you have not.*

I would like to interview with you to discuss the above position, and will accommodate your schedule. You may contact me at 555-5555 or at andrewkaminski@email.com. Thank you for your consideration. *Third paragraph: Discuss the next step. Ask for the interview. Tell them how to contact you.*

Sincerely,

Andrew Kaminski

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