



Cover Letter Sample: Sticky Stories

Steps

[Use the same header—name, contact info—that you use on your resume]

September 20, 2020

Address

Christine Chang
Manager
EFG Company
1212 Mill St.
Eugene, OR 97401

Greeting

Dear Ms. Chang,

The “Hook”—why you are interested and 2 skills you bring

As a current University of Oregon student studying finance, I am excited to apply for the Finance internship with EFG. The company’s reputation for quality work and customer satisfaction reflects my values, and I hope to use my analysis and communication skills to make a strong contribution in the internship role.

Skill #1: “Prove” that you have this skill through a WHO story (include What you did, How you did it, and the Outcome) and connect skill back to the job

As a Finance Major, my analysis skills have helped me to deliver in group projects. I was a member of a four-person team working on a consulting class project. I took on the data analysis piece, using attention to detail to ensure accuracy as I organized financial information and reported on profit and loss. Our group was recognized for our work. I look forward to using my analysis abilities in an internship role.

Skill #2: “Prove” that you have this skill through a WHO story (include What you did, How you did it, and the Outcome) and connect skill back to the job

My communication skills have been the key to my success as the Facilitator in group project work in my courses. For instance, in the first group project I worked on, I noticed that two team members were continually disruptive. The tension seemed to be escalating and I stepped in to see if I could help. I met with each member separately, listened to their concerns, and then brought them back together to talk through the issues. Together, we worked out some ground rules that helped them feel more comfortable in the group. I know that my communication skills will be helpful in any work environment.

Recap skill #1 and #2 and indicate next steps.

I am excited to use my analysis and communication skills to add value as an intern with EFG. Thank you for your consideration. I look forward to hearing from you!

Sign off

Sincerely,

Desiree Duck



Cover Letter Sample: Discussing Qualifications in Paragraph Form

Steps

[Use the same header—name, contact info—that you use on your resume]

Date

Address

Ahmad Rahim
Senior Analyst
XYZ Company
123 Main St.
Anytown, US 12345

Greeting

Dear Mr. Rahim [be sure to get the name of the Hiring Manager or Committee Member and address the email to that person],

The “Hook”—why you are interested and what you bring

I was excited to learn of the job opening with XYZ, since the company has been able to deliver strong results while following sustainable practices, making it the type of place I want to work. As a soon-to-graduate UO business student with an interest in sustainable operations, I am confident I have the skills and qualifications to make a strong contribution in the data analysis position with XYZ.

If leveraging your education, highlight elements of the program--skills/keywords--that have prepared you for job

My studies at the University of Oregon have allowed me to deepen my understanding of operational components and the vital role played by capturing and reporting accurate data. My coursework in statistical modeling and supply chain strategy has been especially strong and I am certain the skills I have developed in this area will be an asset in the Data Analyst position.

Continue to define your value through accomplishments, using relevant keywords

Last summer, I gained practical experience through my internship with Mercer Manufacturing. I performed market research, sales analysis, and reporting. I enjoyed being part of a highly collaborative team and was repeatedly recognized by my supervisor for my work ethic and dedication. I look forward to bringing that level of commitment to XYZ.

Conclude and indicate next steps

I believe my skills and background would be an asset in the Data Analyst position with XYZ. I’ve attached my resume for your review and will contact you to next week to follow up. Thank you for your consideration.

Sign off

Sincerely,

Robert Duck



Cover Letter Sample: Outlining Qualifications by Keyword

Steps

[Use the same header—name, contact info—that you use on your resume]

Date

Address

Maria Ruiz
Marketing Manager
LMN Corp.
435 A Street
Oaktown, OR 12345

Greeting

Dear Ms. Ruiz,

The “Hook”—why
you are interested
and what you bring

I am excited to apply for the Marketing Intern position with LMN Corp. The company’s reputation for delivering cutting-edge advertising campaigns and effective social media messaging offers a fantastic opportunity to learn from the best! Given my experience in events, my communication skills, and my proven problem-solving abilities, I am confident that my background has prepared me to make a strong contribution in this position.

List your relevant
qualifications by
keyword and prove
them through an
accomplishment
statement

My qualifications include:

Event planning—developed and coordinated 3 events for college-based group

Writing—created content for group fundraising page

Editing—served as proofreader and final editor for group presentation projects

Technical skills—proficient in MS Word and PowerPoint; familiar with InDesign; pursuing Salesforce CRM Essentials badge

Conclude and list
your next steps

My resume is attached for your review. Thank you for your consideration. I look forward to the next phase of the hiring process and will contact you next week to follow up.

Sign off

Sincerely,

Dana Duck