

Your Name
Email Address
Phone Number
Physical Address (optional)

Include your contact information here

Month Day, Year

Use the date you submit the application

Company Name
Address
City, State Zip

Address your letter to the contact person for the position.

Dear Employer Name,

The beginning of the cover letter is an introduction. In this paragraph you should include **how you learned about the position** opening and related information. Maybe someone in the Center for Career Development, a friend, family member, faculty member, or an alumnus might have referred you to this company or position. Maybe you found the position posting online or talked to a recruiter at a job fair. Also in this paragraph you should include why you are writing. **Directly state that you would like your resume and application submitted for consideration for the specific position.**

The second portion of the cover letter is key! Use **detailed examples from your experiences including classes, jobs, campus clubs, and/or internships to prove you have the skill sets and qualifications required.** Be sure to **reference the qualifications listed in the job posting.** Be careful to not repeat your resume here, instead expand on it with detailed descriptions of how you gained and used skills. This section of the cover letter is usually one or two paragraphs.

The final portion of the cover letter is the conclusion. Thank the employer for reading your information and provide a request for further contact. Include your contact information or a reference to where your contact information is located. Re-state the position you're applying for and why you are a good candidate.

Sincerely,

You no longer have to physically sign your cover letter, but you should still leave a little space here.

Your Name (Typed)

Mary Contrary
mcontrary@gmail.com
(123) 456-0123
writingportfoliolink.com

Selection Committee
Disney Parks Live Entertainment
Kissimmee, Florida

Dear members of the selection committee:

I am writing to apply for the Disney Parks Live Entertainment Show Writer Internship as posted on the Disney Careers website. My education as a writing major and experiences in publishing and theatre have made me a qualified writer, editor, and live performance professional.

I have published four pieces of creative work in various editions of the journal *Chimera* and continue to practice writing screenplays and fiction. In addition to this, I have completed two internships. The first was with Christian Faith Publishing, where I edited numerous manuscripts for publication. In fact, one author gave me this glowing feedback: *"I really liked this editor. Very thorough and enjoyed the comments. Shows me they really care and want my book to be the best it can be."* In addition, I had the opportunity to intern abroad in London, England with the National Literacy Trust. While there, I worked as the editor of two poetry anthologies that were published earlier this year in the UK. I also attended the National Literacy Trust's program entitled "School for Writers" where I was able to gain insight into the world of writing by working with professionals in the field.

In addition to these internships, I worked for Lake Chautauqua Lutheran Center as a Program Coordinator. In this position, I used my creativity to create themed programs and activities for up to 150 guests while supervising 20 student employees. Specifically, I wrote my own child-friendly "murder" mystery theme event for all camp participants. Lastly, in addition to my experience and degree in writing, I have a minor in Theatre Arts. I fell in love with live theatre in high school and have since performed in numerous shows and studied play writing.

Writing is my passion whether it be on for the page or the stage and I know the magical impact a story can have. Please, allow me to join your Cast Members at the Walt Disney Company so we can improve lives through storytelling. Along with my application, you will find my resume. At the top of this letter, you will also find a link to my personal writing portfolio. Please do not hesitate to contact me at (123) 456-0123 or mcontrary@gmail.com with any questions.

Thank you so much for your time, and I look forward to speaking with you soon.

Sincerely,

Mary Contrary

Carl Maslow
Address
City, State, Zip Code

Date of Submission

Addressee
Position
Company Name
Company Address
City, State, Zip Code

Dear Addressee,

I am excited to see the position of Mental Health Worker at company as I was searching Handshake. I know that from my background in working with individuals at the Achievement center as well as my coursework in Psychology would make me a great candidate for this position.

I bring a tailored approach to individuals with exceptionalities to my work. At the Achievement Center, I used a token economy system for children with exceptionalities to help shape behavior and aide them in reaching their treatment goals. For children that did not respond to the token economy as it was implemented, the token economy was altered as well as treatment goals to make tokens and reward attainable for the child. These interventions were discussed and planned with the multidisciplinary team to ensure consistency of the implementation of the program to maximize success.

Attached to this cover letter is my resume detailing further my qualifications for Mental Health Worker. I look forward to hearing from you for an interview. I am available any time to schedule one and can be reached at (555) 555-5555 or by email at someemail@email.com to talk further. Thank you for reading my cover letter and resume and I look forward to future response.

Best Regards,

Carl Maslow

Scott Boro
200 Tartan Road
Edinboro, PA 16444

Date of Submission

Search Committee
Job Company
555 Address Road
Pittsburgh, PA 12345

Dear Search Committee,

I became aware of the position of Athletic Trainer while searching Indeed.com for positions. My qualifications in athletics, being a recent graduate in Health and Physical Education, as well as my experience as an athlete make me a competitive candidate for this position. My rewarding experiences as an athlete as well as comprehensive coursework provide me insight to the needs of individuals to meet their goals, prevent injuries, and plan programs that will benefit customers.

Demands for programming that incorporate proper strength conditioning exercises and forms are key to injury prevention. My experience in athletics as a volunteer personal trainer for staff at Edinboro University taught me how to help individuals attain their exercise goals while ensuring that a proper exercise regimen was developed and maintained, and exhaustion was prevented to minimize the chance of injury. Proper form was also taught with these individuals to ensure that exercises were being carried out in a way to help the clients reach their potential.

Attached you will find my resume detailing further my qualifications for the position of Athletic Trainer. I am available at any time to schedule an interview at someemail@email.com or by phone at (555) 555-5555. Thank you for taking the time to read my cover letter and resume and considering me for the position of Athletic Trainer. I look forward to being part of the team at Job Company.

Sincerely

Scott Boro

Jarod Nash
Address

Date of Submission

Addressee
Company Name
Company Address

Dear Addressee

On finding on Handshake the position for Associate Actuary, I knew that I could bring my skills to this position and further both my goals and the company's. My experiences interning at a financial institution calculating risk as well as my coursework in actuarial science make me a compelling candidate for this position.

I have experience forecasting market trends and communicating these findings to colleagues and management. In my internship, I focused on finding novel models to assess risk and increase profitability. My methods led to an increase in company revenue/loss prevention of over \$100,000 in the time that I was there. Using predictive models, I was able to ensure that clients were getting the maximum amount of services provided to them categorized by analysis and data anomalies, influence department strategy, and maximize profits.

I have attached my resume to this cover letter which entails my accomplishments both academically and vocationally. To continue this discussion, I am available anytime at (555) 555-5555 or my email at someemail@email.com. I look forward to hearing from you and becoming part of the company's team.

Sincerely

Jarod Nash