Cover Letter Example

Your address should go at the top (use your school address, with your school mailbox number.)

Date

Name of the contact followed by his or her title or Department

Salutation

In your first paragraph, answer the questions: What position are you applying for? Why are you a good fit?

In your second paragraph, use your experiences, academics, or other activities to demonstrate your candidacy. Your argument will be stronger if you focus on the outcomes of your work and quantify values. Answer the questions: Why was (x) a better place because of the work you did there?

Closing: indicate enthusiasm for the position and how you can be contacted.

Thank them for their time/consideration.

Drew University
36 Madison Avenue
Madison, NJ 07940

June 4, 2018

Guy Smith
Drew University Career Center

Dear Mr. Smith,

I am a freshman at Drew University and I am excited at the prospect of working with the Career Center as an Office Assistant. I worked as a receptionist for a doctor’s office during my high school career. Along with answering phones and scheduling appointments, my responsibilities included data entry, filing and sending emails on behalf of my employer. I have strong communication and organizational skills and I believe my skill set and experience make me a strong candidate for this position.

During my senior year of high school, I organized a school-wide, group discussion about diversity in higher education. This project allows me to independently pursue a topic that interests me and improved my organizational skills, teaching me how to effectively lead a group of my peers. Besides my academic commitments, I am also currently a member of the Debate Society and the Varsity Swim Team at Drew University.

I hope to have the opportunity to discuss with the contribution I can make to the Career Center as an Office Assistant, and am available to interview at your convenience. The best way to reach me is by phone at (123) 456-7890, or by email at ohamilton@drew.edu. Thank you for your time and consideration.

Sincerely,

Olive Hamilton