



## Cover Letter Example

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

Drew University  
36 Madison Avenue  
Madison, NJ 07940

Date

June 4, 2018

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

Guy Smith  
Drew University Career Center

Salutation

Dear Mr. Smith,

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

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.

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?

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.

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

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](mailto:ohamilton@drew.edu). Thank you for your time and consideration.

Thank them for their time/consideration.

Sincerely,  
Olive Hamilton