

SAMPLE COVER LETTER

Month Day, Year

Hiring Manager,

Paragraph 1: Introduce yourself, make sure you list the position you are seeking and explain how you found the position. This is also the space to mention any mutual contacts or connections you may have with the company.

Example: My name is Sam Smith and I am a senior at the University of Houston majoring in Strategic Communication. Please accept my resume and cover letter for the Social Media Manager position at the ABC Corporation. I found out about this position through LinkedIn and felt like it matched my skills and abilities.

Paragraph 2: Describe past experiences that are related to this position. You can also describe various skills and give an example of how you have demonstrated those skills in past experiences.

Example: Through my education, I've honed my skills in content creation, analytics, and community management. I have developed a keen understanding of how to craft compelling messages tailored to diverse audiences, a skill crucial to cultivating a strong online presence. I look forward to further developing this skills in my next venture.

Paragraph 3: Tell why you are interested in the employer or that field/industry type. Demonstrate your knowledge of the organization and relate your educational and professional background to the employer or position. Make sure to pick out key words or phrases from the job description and relate them to your qualifications that make you a good fit.

Example: I admire the commitment the ABC Corporation has to innovation and creativity and I am eager to contribute my passion for leveraging digital platforms to engage audiences and drive strategic visions and objectives to further enhance the organization's online brand presence. I am particularly excited about the opportunity to apply my skills in [mention specific skills or experiences from the job description] to drive engagement and foster meaningful connections with your target audience.

Paragraph 4: Thank the reader for their time and mention you are very interested. Add any additional information you feel would be helpful.

Example: I would love to talk more about how I can leverage my skills and experience to bring success to this position.

Sincerely,

Your Name and/or Signature

Valenti Office of Experiential Learning