



Cover Letter Tips & Samples

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Career Services

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June 2017

Rhonda A. Haccstudent

123 Old Philadelphia Pike

Lancaster, PA 17602

(717) 555.5555 - rhondaahaccstudent@yahoo.com

Date

Name of Contact person (if provided)

Company name

Address

City, State Zip

Dear Human Resources Manager:

Include the address information if provided. Address the letter to the specific person, ie: Mr. Samuel Jones or Dr. Melissa Harman. However, if you do not have a name/address, it is recommended to start the letter. If you do not have a name, use a general opening like "Dear Human Resources Manager" or "Dear Employer".

(First Paragraph) Indicate the position that you are applying to and how you heard about the position. Also provide a brief introduction of yourself with your name, major and college. Briefly state why you are interested in the position and company that you are applying to. You can do this the standard way, or in a creative way that will grab the employer's attention. Review [this article](#) to get some ideas of how to have an eye catching cover letter.

(Second Paragraph(s)) Relate your work, life, education experience and skills to the particular position to which you are applying. Highlight your specific competencies that could be useful to the position and company. Provide detailed examples like a time you worked with a group, or describe a situation that you overcame to achieve a goal. Use the company position description to match the skills they desire with what you can offer to them. This section can be one or two paragraphs. You can also provide a bulleted list of skills or examples to make them stand out and easy for the employer to read.

(Third Paragraph) Close your cover letter thanking the employer for taking the time to review your documents. Indicate that you would be interested to meet for an interview and offer the best way to contact you via phone or email. This is the time to reiterate again why you want to work for ABC Company and you look forward to hear from them soon.

Sincerely,

Rhonda A. Haccstudent

Rhonda A. Haccstudent

If you are submitting your documents via email or online, type your name with a script font to look like your signature.

Rhonda A. Haccstudent

123 Old Philadelphia Pike

Lancaster, PA 17602

(717) 555.5555 - rhondaahaccstudent@yahoo.com

August 24, 2017

ABC Company
Mr. Jack Kauffman
123 Lincoln Street
Carlisle, PA 17013

Dear Mr. Kauffman:

I am writing to apply for the position of Marketing Associate that was advertised on my school's online job posting board, College Central Network. I am a Business Studies major at HACC, Central Pennsylvania's Community College and would like to be considered for the open, entry-level position. I am qualified for this position as I am a creative and business-oriented student and look forward to work with other professionals as I begin my career in marketing.

I have had the opportunity to complete an internship while working part time as a retail associate. These experiences allowed me to enhance my customer service and marketing skills. During my internship, I developed various materials to promote services to new members. I am a proficient user of Adobe InDesign and enjoy creating intriguing marketing materials, including brochures and event flyers, to enhance a product or business. I also use social media on a daily basis and am diligent to connect with prospective clients to showcase a company's products and services. I would be excited to share my talents and knowledge of marketing that I have learned through my coursework and am sure that I would be a valuable asset to the ABC Company team.

I appreciate your time in reviewing my application for the Marketing Associate. I would look forward to the opportunity to interview for the open position at your convenience and hope to be considered to join the staff at ABC Company. Please feel free to call me at 717-555-5555 or email me at rhondaahaccstudent@yahoo.com as I am available at any time to meet you. Thank you again for your time and consideration.

Sincerely,

Rhonda A. Haccstudent

Rhonda A. Haccstudent

Rhonda A. Haccstudent

123 Old Philadelphia Pike

Lancaster, PA 17602

(717) 555.5555 - rhondaahaccstudent@yahoo.com

August 24, 2017

ABC Company
Mr. Jack Kauffman
123 Lincoln Street
Carlisle, PA 17013

Dear Mr. Kauffman:

Connecting people and attracting them to ideas is what I do. It is my passion and my drive, my interest and my goal. I want to put all of my creativity and ideas to work by being your Marketing Associate at ABC Company. I am a Business Studies major at HACC, Central Pennsylvania's Community College and would like to be considered for the open, entry-level position. I am qualified for this position as I am a business-oriented student and look forward to work with other professionals as I begin my career in marketing.

I have had the opportunity to complete an internship while working part-time as a retail associate. I developed various materials to promote services to new members. After reading a handout I created, a member told me "This is what I have been looking for!" I create materials that are eye-catching, straight to the point and easy to read. I am a proficient user of Adobe InDesign and enjoy creating intriguing marketing materials, including brochures and event flyers, to enhance a product or business.

I also use social media on a daily basis and am diligent to connect with prospective clients to showcase a company's products and services. I started a Facebook page for Leadership Lancaster and increased member usage by 750 viewers in three weeks. This was certainly a success for the organization. I would be excited to share my talents and knowledge of marketing that I have learned through my coursework and am sure that I would be a valuable asset to the ABC Company team.

I appreciate your time in reviewing my application for the Marketing Associate. I would look forward to the opportunity to interview for the open position and hope to be considered to join the staff at ABC Company. Please feel free to call me at 717-555-5555 or email me at rhondaahaccstudent@yahoo.com as I am available at any time to meet. Thank you again for your time and consideration.

Sincerely,

Rhonda A. Haccstudent

Rhonda A. Haccstudent

Ryan Davidson
1234 Front Street
Harrisburg, PA 17110
717-555-5555 / rxd9876@hawkmail.hacc.edu

May 1, 2017

Human Resources
Eurofins Lancaster Laboratories
100 Main Street
Lititz, PA 17543

Dear Human Resources Director:

I am interested in applying for the scientific research summer internship position that was listed through HACC Lancaster Campus Career Services Office.

I have laboratory experience in chemistry, biology, and geology, both indoors and in the field. In the lab, I have performed chemical reactions and I am currently using microscopes to observe many specimens. In environmental field studies, I have conducted outdoor labs to assess water chemistry.

Last summer, I worked as a conservation assistant at John Rudy Park. I am seeking to complement this outdoor experience with a research internship in order to acquire the background necessary for a future career in scientific research.

I believe that I would be an asset to your program. I have the knowledge from my class instruction and experience from previous work that I have completed successfully. This internship would provide me with the ideal opportunity to assist at your organization and to expand my research skills.

I will call next week to see if you agree that my qualifications seem to be a match for the position. If so, I hope to schedule an interview at a mutually convenient time. I look forward to speaking with you.

Thank you for your time and consideration.

Sincerely,

Ryan Davidson

Ryan Davidson