

Cover Letters

Purpose of a Cover Letter:

- to sell your qualifications to the reader
- introduce yourself to an organization
- create the **first impression** of your ability to communicate
- motivate the employer to review your resume

Important facts:

- Cover letters are brief yet informative; **no more than one page.**
- 3 parts: **1) opening** explains who you are and why you're writing **2) main body** lists two to three relevant major accomplishments, experiences, skills, etc. that gives the reader good reason to interview you **3) closing** expresses a desire for future communication
- Reflect **some evidence of your knowledge regarding the business or organization;** research, informational interviews, LinkedIn...
- Address the letter **to a person** (double check spelling and title), unless absolutely impossible. Try calling Human Resources or receptionist for information, too.
- Brag **about yourself and your achievements.** You can be confident when sharing your qualifications, skills, interests, and personal attributes.
 - The job description and website will let you know what skills and key words they are looking for, so use them!
- Demonstrate **writing ability** and **communication skills** (thank you, liberal arts)!
- In most cases, let the employer know you **will contact them** (unless otherwise specified)

Cover Letter Examples

Put your Resume Header here

January 24, 2016
Mosaic Network
Support Team

As a graduating music major at Westmont College, I believe I would be a good fit for the Client Support Associate position at Mosaic Network. I am confident that the liberal arts education I have received at Westmont College has given me the necessary critical thinking and communication skills that this job demands.

The liberal arts have required me to thoughtfully solve problems in a variety of contexts and to do so with clear and concise, written and verbal communication. As a music student, I am a strong team leader with experience in both co-leading and leading groups and ensembles. Music, in an academic context, is field in which success comes through extreme organization and the ability to collaborate. Through leading and participating in a variety of music events at the college, in the Santa Barbara community, nationally and internationally, I have been faced with tasks that have required quick thinking and troubleshooting under the pressure of both time and audience. I believe that my motivation for excellence would make me an asset to Mosaic Network.

I have submitted my resume and will be attentive to all opportunities for a personal interview or further application process. Both personal and professional references are available upon request.

Thank you for your time,

Jesse Cruz

Put your Resume Header here

To Whom It May Concern:

I am enthusiastic about applying for the Program Development Specialist position with Patagonia. I hold a Bachelor's degree in Economics and Business from Westmont College, which complements my personal and professional experience with organizational development, innovative resourcefulness, and partner collaboration **(use keywords from job description)*. I believe that I am an exceptional candidate to contribute to Patagonia's dedication to improving and developing each created product by finding and utilizing all resources available **(include/integrate their mission, values, etc., with your experience and values)*.

As a Relations Specialist **(list work position/ title)* at Montecito Bank **(company name)*, I build rapport with clients and colleagues that fosters trustworthy relationships. Cultivating and implementing critical thinking allows me to continually improve projects and our district's initiatives. While maintaining client affiliate channels, I utilize resources and strategy to develop the affiliate channel long term. I am constantly expanding my role and daily tasks with a growth mindset **(use keywords from job description)* and proactive research by gathering data, developing presentations, and creating timelines. By leveraging cooperative and collaborative communication, I have obtained additional placements, volume, and approvals that have developed the affiliate network, as well as target a new audience. Furthermore, my professional experience enables me to utilize data analysis and diverse relationships to enhance growth, which will directly contribute to this position.

As an innovative, eager learner, and team player, I hope to contribute to Patagonia and learn from the Learning and Development team, as well. I would appreciate the opportunity to further discuss my interests and qualifications for this position, can be contacted at **(email)* and **(#)*. Thank you for your time and consideration, and I look forward to future correspondence.

Best, **(sincerely, gratefully...choose your signature)*

Layla

Layla L. Jackson
