Sample Cover Letter

Person’s Name
Position
Address
City, State and Zip

Date

To whom it may concern:

or

Dear _____________ (only use this is you’re familiar with the contact),

1st paragraph: This is a short introduction. Hi, my name is _____ and I’m a senior at Wofford College. I’m contacting you in regard to __________. I obtained your contact information from ...my dad, career services, monster.com, etc. You should be explaining who you are, why you’re contacting this person, and how you came to have his or her information.

2nd paragraph: Here you explain more about yourself. What you’re majoring in, what you’re interested in doing after graduation. Are you searching for jobs in a specific industry? Tell them what skills you have, what leadership positions you’ve held, what you’re majoring in and minors or concentration. You want to tell the person enough about you that he or she reads your resume.

3rd paragraph: Here you tell the person what you know about the job position you’re applying for (if that’s why you’re contacting him or her), or you tell them what you like about the company and industry he or she is a part of. You’d say something like: I’m interested in ABC corporation because of its small size. I want to work for a small company in the construction field, and ABC really appeals to me. I know ABC is headquartered in Atlanta, and I would enjoy living and working in such a large, metropolitan area. ABC specifically builds sporting arenas, an area of construction that specifically interests me. I know that your company promotes from within, therefore I’m willing to begin as an entry level employee and commit myself to working my way upward. Etc.

4th paragraph: Tell the person that you’ve attached your resume, tell him or her ways to contact you and times you’re available. If the company is located in a different city, mention times that you might be available to interview in that city. For example...During spring break, March 31-April 5, I plan to be in the Miami area, and I would love to stop in and become more acquainted with you and the company. Then you should profusely, and humbly, thank the person for his or her time and any help he or she provides.

Sincerely,

Your Name (Sign above if sending a physical copy)
My name is Jane Wofford and I am applying for the Full Time Classroom Assistant position posted on your website. I am currently a senior at Wofford College and will graduate in May.

Becoming a classroom assistant would be an ideal job for me as I plan to pursue a full time teaching career. I had a wonderful experience as a student at an Episcopal Elementary school similar to St. Matthew's, which is what first piqued my pursuit of a career in teaching. I realize the importance of the Christian core values that guide this school and would be delighted to help see them through.

I adore and enjoy working with young children as my background shows. My first experience working with a large group of young children was at the University of South Carolina’s Tennis camp. I was assigned to the youngest group to my delight as I always had a dream of becoming a kindergarten teacher. I was able to utilize my tennis skills and nurturing personality to guide children through an exciting day of camp in the hot Miami sun. Armed with stickers galore and other prizes for games and good behavior, I set out to conduct the camp similar to how I would manage a classroom. I quickly learned the importance of organization and responsibility when working with a group of children who were not always interested in tennis. Creating interesting games that would combine fun and tennis was key. The children responded so well that I often had offers from parents to teach their children tennis lessons outside of the camp.

In addition to my English major, I have taken several education courses in preparation for an opportunity such as this. What I have learned in the education courses that I have taken at Wofford College gave me the foundation of knowledge that all children learn at different paces in the classroom, which is true on the tennis court as well. It takes patience and encouragement to guide children in both environments so that they will be and feel successful. I already have a sound foundation with education and children, and being a classroom assistant would be the perfect opportunity for me to build on my knowledge so I can become the teacher that I have always dreamed of being.

I welcome the opportunity to further discuss the position, as well as my background and qualifications. I can be reached at (000) 000-0000 or via email at soandso@gmail.com.

Best regards,

Jane Wofford
March 27, 2009

Dear Ms. Smith,

Hi, my name is Jane White, and I’m a junior at Wofford College. I am contacting you in regards to your posting for a summer intern on Terrierlink, Wofford College’s job board.

At Wofford, I am majoring in Accounting, but I have a wide variety of interests beyond my major. Throughout my Wofford career I have proven to be a successful leader. I began Wofford on Call, our school’s fundraising arm, as a student caller. During my time as a caller, I called Wofford Alumni and updated their information in our database. Last summer, I worked in Wofford’s Development Office four days a week from 8:30am-5:00pm. During this experience, I created mail merges from Banner Web and mailed hundreds of alumni about current events. I took ticket orders for these events which made registration more efficient. I also planned Wofford on Call: the recruitment plan, decided weekly themes, which alumni groups we would call each week, and the games and prizes we would have during the sessions. This fall I was promoted to supervisor, and I have proven my ability by fundraising over $320,000 this semester. During February and March, I participated in the production of Criminal Genius, put on by our theater department. I worked with special effects and costuming. My experiences sparked my curiosity for the arts.

An internship like this creates an opportunity for me to learn more about fundraising while also using my existing experience. I would enjoy working for such a creative employer. The Carolina Ballet Company contributes greatly to arts in the upstate, and I want to participate in its continuing excellence.

I am attaching my resume for your review. You can contact me by cell phone at XXX-XXX-XXXX or email whitejc@email.wofford.edu. Since I attend college only 30 minutes away, I am available to meet in person at your convenience. Thank you for your time and consideration.

Sincerely,

Jane White