

Cover Letter Sample - ECU Office of Advising and Career Services

The top of your cover letter should have the same header used on your resume.

Don't forget to research who the hiring manager is and address your letter to them. If you're using pronouns when addressing them, be sure to double-check that it's accurate before using them. (ex.: Dr., Mrs., Ms., Mr., etc.)

Date

Name of the Employer You're Addressing

Their Job Title

Name of the Company

Address of Company

City, State Zip Code

Dear First Name Last Name:

I am applying for the Management Training Program at ABC Retail. In researching top retailers in the east, ABC Retailing emerged as having a strong human resource department, an excellent training program, and a reputation for excellent customer service. I can see the importance and value of this position and feel very confident that my desire to perform well and assist others will resonate and provide a clear parallel to the job's description.

I will receive my Bachelor's in Business Administration in Human Resource Management from Eastern Kentucky University this May. My interest in business started in Junior Achievement during high school and has developed further through the sales and retail experience I have gained during college. My administration internship at KFC Worldwide Headquarters has given me strong business administration skills and excellent customer service skills that will help me be successful as I pursue a career in retail management. I believe you will find the combination of my education and experience, along with my motivation, enthusiasm, and my desire to be successful to be an excellent match with the ABC Retail Management Training Program.

Enclosed please find my resume and my list of references for your convenience. I am very interested in interviewing for this position and learning more about the company. feel free to contact me at 555-555-5555 or david_elliott@mymail.eku.edu. Thank you very much for your time and consideration, and look forward to speaking with you soon.

Sincerely,

Place Signature Here

Should Have 3 Paragraphs - See Below

1

1. What are you applying for?
2. Mention the company and something about them. Show them you care enough to research their organization.
3. Why do you want to work there in that role?

2

Key conceptual highlights from your experience as they apply to the specific job for which you are applying.

- Avoid repeating all details from your resume
- Convey both competence and passion/motivation
- Use this section to highlight some of your soft skills that will help you in this specific time

3

1. Discuss practicalities as they apply (ex.: preferred contact method, availability for an interview when not living locally...)
2. Sign off appropriately and thank them for their consideration