

## SAMPLE COVER LETTER: CAREER LAUNCHER

1616 McCormick Drive  
Largo, MD 20774  
November 12, 20XX

Mrs. Rita Stienz  
Vice President, Marketing  
Marketing Firm Express  
20 West North Bend Drive  
Upper Marlboro, MD 20772

Dear Mrs. Stienz:

I am writing to apply for the Advertising Associate position at Marketing Firm Express which was posted on CareerQuest. I am currently completing a bachelor's degree in Marketing at the University of Maryland University College and will be graduating in May 20XX. My educational background and passion for creativity makes me an ideal candidate for your team.

As a student at UMUC, I have sought out opportunities to use my growing knowledge of advertising in the real world. Over the past year, I interned for Acne Advertising, a leader in the communications field. As an intern, I worked on advertising campaigns under the direction of senior advertising associates and sharpened my creativity and client management skills. I also served as President of the Advertising and Marketing Club, and was the winner of the **Up and Coming Advertisers Award** sponsored by the club. My experience, leadership skills and proven history of academic excellence, makes me a strong candidate who would be an asset to your team at Marketing Firm Express.

My resume is attached for your review and I invite the opportunity for an interview. I can be reached at (555) 555-5555 or via email at JoBSeaking@gmail.com. I look forward to hearing from you.

Sincerely,

Jo Ellen B. Seaking

## SAMPLE COVER LETTER: EXPERIENCED

3001 Largo Road  
Virginia Beach, VA 23450  
August 15, 20XX

Mr. Damien Hall, Director  
PRC Bank  
50 Winding Road  
Alexandria, VA 22301

Dear Mr. Hall:

I am writing at the recommendation of Lee Garland to apply for the Senior Financial Analyst Position with PRC Bank. With over 15 years of experience in banking and finance and proven leadership skills, I believe I can help PRC Bank increase revenues and remain a leading financial institution in the Mid-West Region.

My considerable experience and expertise in leading financial institutions makes me a strong candidate for PRC Bank. I have directed major mergers for three of the largest banks in the nation, overseen global expansion initiatives for a leading financial consulting company and hold a certification in Six Sigma. I am a visionary leader with proven ability to build strong teams, develop accurate forecasting models and manage change. Moreover, I firmly believe in long-term succession planning and strengthening today's workforce to sustain tomorrow's vision. If hired, I am certain that I can effectively and efficiently help to navigate PRC Bank through this challenging economic time.

My resume is enclosed for your review and I welcome the opportunity for an interview to discuss the position and my qualifications further. My phone number is (555) 555-5555 and my email is Tbarr@yahoo.com. I look forward to hearing from you.

Sincerely,

Todd Barr

## SAMPLE COVER LETTER: PARAGRAPH STYLE

1225 University Avenue  
Adelphi, MD 20783  
December 13, 20XX

Ms. Mary Lou Nelson  
Manager of Human Resources  
Continental Industries, Inc.  
2900 Rosemont Blvd.  
Reston, VA 22140

Dear Ms. Nelson:

Please find attached my resume to be considered for the Web Developer position that was advertised with the University of Maryland University College's Office of Career Services this week. My education, experience, and career interests are a strong match with your requirements. The position requires skills in various types of programming and software used in web development. My degree in Computer Science emphasized C, C++, Visual Basic, Assembler, Java, and SQL. In addition, I have extensive experience in using several software packages in web development, including Adobe Illustrator, Photoshop, After Effects, and Dreamweaver. My experience as a department Computer Consultant gave me exposure to PC (Windows 2000, NT, XP) and Macintosh platforms as well as Novell and NT LANs. Additionally, I worked in computer operations for a major city newspaper where I gained knowledge of enterprise systems and e-commerce operations. My enclosed resume provides more details on my qualifications.

My background and career goals seem to match your job requirements well. I am confident that I can perform the job effectively. Furthermore, I am genuinely interested in the position and in working for Continental Industries, Inc. Your firm has an excellent reputation and comes highly recommended to me.

I would welcome the opportunity to discuss my qualifications with you and to learn more about this position. I will call you next week to see if a meeting can be arranged. Should you prefer to reach me, please feel free to contact me at 555-555-5555 or mlopez@email.com.

Thank you for your consideration. I look forward to meeting with you.

Sincerely,

Maria Lopez

## SAMPLE COVER LETTER: CAREER CHANGER

15 Shadygrove Street #13B  
Landover, MD 20781  
September 14, 20XX

Hiring Manager  
Mount High Hospital  
4600 Northwest Blvd.  
Baltimore, MD 21212

Dear Hiring Manager:

It is with great interest that I submit my resume for the Health and Wellness Coordinator position you posted on Indeed.com. I have a great interest in the healthcare field and I am currently enrolled in the Master of Science degree in Health Care Administration from the University of Maryland University College. I expect to complete my degree in May 2012, and would be honored the opportunity to launch my career in healthcare with Mount High Hospital, a company known for excellence in serving patients.

After several years as a professional child-care provider, I have made the decision to change career paths and seek a career in healthcare. This experience, coupled with a comprehensive education in healthcare administration, has provided me with the skills and knowledge needed to be a competent healthcare administrator. Through my background in childcare, I learned how to develop healthy meal plans, train staff and stay current on trends. My education has helped me garner the facilitation skills and knowledge needed to educate children and adults on health and wellness issues such as healthy eating and exercising tips. Moreover, my internship at Body Care Workout Center provided me practical experience in serving as a Health and Wellness Intern and providing wellness classes for club members and the greater community.

By far, my greatest strength is the passion and dedication I have for caring for people and healthy living. I believe that if we take care of our bodies, our bodies will take care of us. I would like to spend the next phase of my career teaching others how to care for their bodies in a company that places patients first. And, I believe Mount High Hospital is that place.

I hope that I have peaked your interest, and you see me as a viable candidate for the Health and Wellness Coordinator position. I invite the opportunity for an interview and can be reached at (555) 555-5555 or H\_I\_reme@gmail.com. Thank you for your consideration.

Sincerely,

Hellen I. Reme

## SAMPLE COVER LETTER: INTERNSHIP

Steven Intern  
Annapolis, MD 21401 | 555.555.5555 | sintern@yahoo.com

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Office of Senator Karol Winston  
ATTN: Recruitment Coordinator  
East Capitol Street, NE and 1st Street, NE  
Washington, DC 20002

Dear Senator Winston:

I am currently a student at the University of Maryland University College (UMUC) studying History. I am submitting this cover letter in hopes of joining your team as the Community History Advocate Intern. I learned of this position from UMUC's Career Services site, CareerQuest. I have attached my resume for your review and believe that I would be a strong addition to your team.

Last year, I volunteered for our local archives documenting the settlement of my hometown, Abilene, Texas. My job included gathering and reviewing original sources, conducting informational interviews, and writing summaries. In my upper level African American History class, I did an oral history project on genealogical roots of the community where I was stationed in Alexandria, Louisiana. These experiences, coupled with my ability to manage multiple projects and communicate clearly in writing and verbally, make me a strong candidate for the Community History Advocate Intern position.

I would appreciate the opportunity to meet and discuss this position further and how I can contribute to the project's mission and to your team. I can be reached at 555.555.5555 or sintern@yahoo.com. I look forward to speaking with you.

Sincerely,

Steven Intern