

Cover Letter Sentence Starters

INTRODUCTION

- It is with great interest that I am applying for the position of _____.
- (Name of contact) provided me with your name and suggested I contact you in reference to the _____ position.
- As a recent graduate of Union College with a degree in _____ and an avid (reader, writer, sports enthusiast, etc.), I believe I am a strong applicant for the position of _____.
- As a (marketing, research, congressional, etc.) intern with (name of organization) I gained valuable experience in _____ that makes me an ideal candidate for the position of _____.
- I am eager to apply for the position of _____ because I have the _____ that it takes to be successful in the position.
- Thank you for speaking with me on (date) and discussing the _____ position. I am very interested in _____.
- Your organization impresses me because of (the performance of your product, the integrity of your support staff, its customer satisfaction, etc.).

BODY

- My experience as a _____ will help me to contribute _____.
- Throughout my four years of undergraduate studies I have demonstrated skills and abilities that are exactly what the position of _____ demands.
- I can contribute to your organization's effectiveness by _____.
- My previous success in _____ has proven my ability to _____.
- To highlight some of my accomplishments I have _____.
- Working with _____ has strengthened and improved my (analytical, research, interpersonal, organizational, etc.) and (analytical, research, interpersonal, organizational, etc.) skills.
- I am confident that I can be a valuable asset to your organization because _____.

CLOSING

- I am eager to learn more about _____ and would like to discuss my qualifications and interests with you.
- I am interested in the position and would appreciate the opportunity to discuss my background and your requirements in greater detail.
- I feel that my _____ and _____ make me a strong candidate for this position, and therefore look forward to the possibility of employment with (name of organization).
- I would appreciate the opportunity to further discuss my qualifications with you. I can be reached at (phone number) or at .
- I will contact you within (10 days, 1 week, etc.) to (verify my application materials are in order, introduce myself, inquire as to the next steps, etc.).

SENTENCES THAT CAN BE USED IN MULTIPLE PARAGRAPHS

- I would like the opportunity to put my skills, drive and enthusiasm to work as a _____ for _____.
- Being (a team player, results driven, a quick learner, etc.) who loves challenges, I will .
- My career goal is to _____. Therefore I welcome the opportunity to make a contribution to (organization name here).
- The _____ position described in _____ sounds exactly like the opportunity I'm looking for.

Sample Cover Letter – E-Mail Body

Dear Mr. Drummer:

Please accept this letter and attached resume in response to the Journalism Internship recently posted on your website. Since studying in the Capital District, I have been very impressed by the quality of stories and content of your newspaper, and believe my educational background and journalism experience could be of use to your organization.

As a contributing writer to the *Newstime Daily* high school newspaper, I explored issues affecting the school and surrounding community in a thought provoking and engaging weekly opinion article titled “Plant This”. This experience taught me how to effectively research unfamiliar topic areas, cite and quote sources, write to specific word lengths (ranging from 150 - 600 words), and construct strong stories.

As a rising junior at Union College majoring in English my work experiences and academic coursework have further refined skills and abilities that would assist me as a Journalism Intern. Through an intensive sophomore research seminar, I conducted independent research examining the effects of ethnic identification and societal pressures on world war II German American relief efforts that culminated in a 45 page paper and presentation. This experience further honed my research, analytical, writing, and presentation skills. Working as Head Counselor at Camp Cedarbrook I developed strong teamwork and communication skills, as this position required me supervise a staff of eight organizing and coordinating activities for 125 campers. I believe the skill sets and personal attributes developed through such experiences would directly benefit the *Times Union*.

I am very interested in the Journalism Internship, and would appreciate the opportunity to discuss my background and your requirements in greater detail. If you wish to contact me in the meantime, I can be reached at 276.555.0201 or PlantR@union.edu. Thank you for your consideration and I look forward to your reply.

Sincerely,

(Note: no need to sign if sending through email)

Robert Plant