

# Sample Cover Letter

The purpose of a cover letter informs a prospective employer of who you are, what your experiences entail, why you are interested in them and why you feel you are qualified. A good cover letter should be **used as a marketing tool that “sells” you to the employer**. Just like your resume, you should tailor your cover letter to each specific job opportunity that you apply for. **Use terms and vocabulary relevant to your field** and use concrete examples when listing your strengths and skills.

**TIP:** Use the same contact header you used on your resume to give a clean, consistent look.

**PARAGRAPH 1:** State the job you are applying for and where you found the posting. Briefly state who you are and your qualifications.

**PARAGRAPH 2:** Sell your relevant skills, experience, and education as it pertains to the position. Also sell your passion for the position.

**PARAGRAPH 3:** Conclude by expressing your interest in the job opportunity and offer thanks for the employer’s time.

## Chauncey Chanticleer

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DATE

Dear Hiring Manager *[preferably state Hiring Manager’s name if known]*,

I am writing to express my interest in the entry-level human resources position with Acme Corporation, which I heard about through Coastal Carolina University’s JOBLink. I am a senior at Coastal Carolina University and will graduate in May 2018 with a Bachelor of Science in Business Administration.

As you will note in my attached resume, I am majoring in Business Administration with a concentration in Human Resources and have developed strong skills in this area over the past four years. Currently, I am employed as a student worker within CCU’s Financial Aid Office. This position has given me experience in discreetly dealing with sensitive information, which is essential to a career in human resources. Prior to my position in Financial Aid, I held several part-time positions in customer service and sales. Most recently, I worked at Kohl’s department store in the shoe department where I provided excellent customer service and managed the daily inventory and restocking for the department. Finally, I have been actively involved on campus by holding leadership positions in several organizations, including the Human Resources Club for which I am the treasurer. My combined academic, extracurricular and work experiences have enabled me to develop outstanding analytical, interpersonal, financial, and leadership skills, which I believe would be an asset to Acme Corporation.

I look forward to hearing from you soon and hope to meet to further discuss the available opportunity within your organization. Feel free to contact me at 843-555-5678 or via email at cchanti@coastal.edu. Thank you for your time and consideration.

Sincerely,

Chauncey Chanticleer