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## COVER LETTER SAMPLE TEXT

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**NOTE: It is VERY IMPORTANT that you use your OWN words.** It is very easy for employers to recognize a canned cover letter; these statements are examples, but you should always create your own original text for every single position to which you apply.

Here are a few tips for creating original statements:

- A cover letter serves as a tool to introduce yourself to an employer, as well as a way for you to introduce how your qualifications meet their business needs. As a result, each cover letter you write should be customized to detail how your experience matches with this unique role.
- Conduct research on both the company and the position being posted, so you can tailor your text to align with the company's mission, vision, goals, values, and job specific terminology.
- Repeatedly beginning sentences with "I" will make your letter repetitive. Utilize alternatives, such as:
  - "While studying migration patterns of swallows, I discovered..."
  - "Developing and executing an event taught me..."
  - "By sharing these results, researchers will be able to..."
- Do not be afraid to share stories of experiences that are relevant to the position. Stories will usually be more compelling and original than following a template, and share soft skills (like leadership, teamwork, and communication) better than flat out stating you have these skills.
- Speak objectively about your experiences; give examples that establish your strengths and competencies.

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### SAMPLE OPENING PARAGRAPH STATEMENTS

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- Your presentation at the *Cooperative Non-Profit Conference* confirmed my belief that I desire a career in the nonprofit sector.
- Professor Allison suggested I contact you about potential summer research positions in your lab. As a junior Biology major at Western New England University, I am considering pursuing a PhD. Involvement with your lab would allow me to utilize my current laboratory skills and provide me with excellent experience.
- Linda Small suggested I contact you regarding the current openings in your Marketing Department.
- I would like to be considered for the communication assistant position available at XYZ Organization. Enclosed is my resume for your consideration.
- I am writing to express my interest in the research assistant position at ABC Industries posted on Indeed.com on May 20, 2016.

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### SAMPLE BODY PARAGRAPH STATEMENTS

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- My experience at the Springfield Museum of Art and my senior seminar research on modern art provide me with an excellent foundation for contributing to the ABC Museum.
- The strong quantitative background I have developed from my academic work in sociology including several demographic projects will allow me to successfully apply these skills in business.
- My interest in literature has been heightened by my studies as an English major, and I am eager to learn more about opportunities in the field of publishing.
- As captain of the women's varsity soccer team, I have exercised diligence, leadership skills, and a commitment to specific goals, all of which would make me a valuable team player at XYZ Organization.

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### SAMPLE CLOSING PARAGRAPH STATEMENTS

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*When the employer is making the selection:*

- Please do not hesitate to contact me if you require any additional information. I look forward to discussing this position further with you in the near future. Thank you for your consideration.

*When you have initiated contact:*

- I will be in Boston at the end of June and will call next week to see if there is a convenient time when we could meet. Thank you for your consideration.

## SAMPLE BODY PARAGRAPHS

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**Coursework:** As an accounting major at Western New England University, I have demonstrated strong academic diligence in all of my accounting coursework, as demonstrated by a major GPA of 3.5. I've selected coursework that has allowed me to customize my education to be one that demonstrates a solid foundation in accounting tools and methodologies, including preparing financial statements, budgeting, performance evaluation, and asset management. Between my coursework and my projects, I have established a capacity to learn new systems quickly and have developed competencies in all aspects of accounting.

**Research:** During the spring semester of my junior year, I had the opportunity to work alongside Dr. Wayne at Western New England University as a research assistant. In this position, I was responsible for executing trials examining the effects of dietary antigens on the development of food allergies in a mouse model. In this role, we used a combination of in vitro and in vivo molecular/cellular and immunological approaches. As a part of the trials, I was responsible for utilizing benchwork laboratory techniques, electrophoresis, documenting results in Excel spreadsheets, and analyzing data using SPSS. Our research had promising results in mice test subjects, and supported further research in food allergies in humans as well. Through these trials, I gained experience in research data analysis and managing a laboratory.

**Internship:** Last year, I worked alongside a team of interns on the political campaign of state senator Thomas Anderson. In this role, I was responsible for organizing voter events directed at college youth, which involved scheduling spaces, planning for staffing, creating promotions directed at college students, and executing events. I also was responsible for engaging supporters and voters through phone-bank calls, where I would inform people about Senator Anderson's policies and ideas. Developing the skills to manage complex event mechanics, as well as campaigning for a cause in which I believed, have reinforced my desire to work in the political field.

**Summer Job:** Over the last three years I worked as a waitress at Cathy's in Springfield, Massachusetts. After six months, I was recognized for my organizational skills by being promoted to Schedule Coordinator. I was responsible for creating schedules for the 25 hourly employees, tracking employees' time-off requests, and ensuring staffing needs were met. This required me to be ready to adapt to changes at a moment's notice, and helped enhance my communications skills by managing the expectations of my coworkers as to the policies and procedures for shift requests. I was also diligent in executing first-class customer service, and never compromised on quality. I assisted the Store Trainer in the development and execution of customer service training that gave employees tools such as active listening and root cause analysis techniques to effectively identify customer problems and create solutions to fit their needs.

**Leadership:** I am a sophomore majoring in Sociology at Western New England University, and believe I can bring my teamwork and leadership skills to the manager development program at ABC Industries. During the last year, I was a Resident Advisor that worked alongside a team of four to create learning communities with the objective of developing the academic and citizenship goals of the students in our residence hall. We collaborated to help students acclimate to college, and provided programming that drove students to contributing to the campus environment at large. I was responsible for the welfare of 35 first-year students, where I honed my conflict resolution and teambuilding skills. Meeting with students to resolve issues and promote positive interactions in our community allowed me to more effectively use active listening and helped me discover an interest in developing individuals and leading a team.

**Activities:** As journalism major, I made the decision to join the Westerner, the University's newspaper, during my freshman year. After three years, I was selected to be an Associate Editor and manage the publication of the paper. The Assistant Managing Editor and I collaborated to identify key targets for editorials and featured articles that would be relevant to the Western New England University audience. The faculty advisor for the newspaper acknowledged that I had a knack for developing my own pieces and in interviewing students of the University who have made a positive impact on the campus.