

Brenda Doyle

Sometown, WY 55555 ■ (555) 555-5555 ■ bd@somedomain.com

April 2, 2018

Mr. Mark George
General Manager
ABC Company
55 Main St.
Sometown, WY 55555

Dear Mr. George:

I am writing to apply for the auto mechanic position advertised on Monster. I am confident my auto repair and maintenance skills would be valuable to your state-of-the-art shop in Sometown.

A dependable and technically skilled auto mechanic, I offer well-rounded diagnostic and repair expertise and a reputation for quality, honesty and integrity. I recently relocated from Arkansas to Wyoming, and have been searching for a mechanic position with a reputable, full-service shop. I am very excited about the prospect of joining your team.

As an auto mechanic for my former employer (XYZ Company), I handled maintenance and repairs on automobiles and trucks spanning virtually all makes and models. I performed diagnostics, maintenance and repairs on engines, brakes, steering/suspension systems, powertrains, fuel injectors, transmissions, exhaust systems and electrical systems—delivering prompt, thorough and high-quality work on each and every job.

At XYZ, I was known for my mechanical knowledge, diagnostic skills and high productivity level. My commitment to building loyal customer relationships and delivering superior service was repeatedly commended, and my efforts were cited as instrumental to XYZ's year-over-year revenue increases.

I am confident my mechanical skills would benefit your customers, team members and bottom line if I am selected for this position. You can call me at (555) 555-5555 or email bd@somedomain.com to set up a meeting. I hope to hear from you soon.

Sincerely,

Brenda Doyle

Enclosure: Résumé

John Doe
Marketing Student

john.doe@gmail.com ✉
416-821-9879 📞
Auckland, New Zealand 📍
linkedin.com/in/john.doe in
john.doe 🌐

To:

Doris Johnson
Human Resources Manager
Optimal Workplace Inc. 321
Employment Avenue.
Auckland, New Zealand
05 January, 2019

Dear Ms. Johnson,

I am writing to express my interest in the summer internship program with your marketing company. I learned about your company through the student center at my university and, after visiting your website, I have immersed myself in your groundbreaking work in the transportation industry.

I am currently majoring in marketing, with a minor in statistics, and will receive my degree next spring. While I have a comprehensive marketing and analytics background, my emphasis is on government campaigns. I feel that your agency places prominence in similar areas and having the privilege of serving as an intern with you will increase my learning opportunities and give me the exposure I need to advance my career while using what I've already learned to make an impact on your clients.

After graduation, I hope to work for an agency like yours to grow my experience, serve clients and eventually start my own agency. With the right opportunities and experience working with prominent clients, I believe that I can achieve my goal.

I previously held an internship at another local advertising agency, working on critical projects for their clients. During that internship, I had the opportunity to learn the Adobe Creative Suite of products, including Photoshop and InDesign. I also learned how to craft compelling campaigns that garner attention in the healthcare space. I believe that my knowledge of digital marketing and social media could be of interest to you, as I read that you are looking to grow your social media team.

I would like the opportunity to meet with you to discuss internship opportunities you have available. Please let me know if you have any questions or would like to see specific work samples. You can reach me by phone at 416-821-9879 or by email at john.doe@gmail.com.

Thank you for your consideration.

Sincerely,
John Doe

 novoresume.com

Jane Doe

jane.doe@gmail.com

416-821-9879

New York, USA

jane-doe.com

linkedin.com/in/jane-doe.com

To:

Maria Winter, Ph.D.
maria.winter@harvard.edu
Department of Political Science at
Harvard University
Cambridge, MA 02138, USA
10 - 15 - 2018

To whom it may concern,

I am writing to express my interest in the doctoral program in the Department of Political Science at Harvard University, as it has always been my age-long ambition to become a political advisor to the President of the United States of America.

Thanks to the swift progress of my Bachelors and Masters degrees, it is glaring that studying and doing research are endeavors I would like to engage in even more. While studying for my BSc in Behavioural Psychology at Yale University, I developed a strong interest in the interaction between individuals and their environment and I found this very intriguing and interesting, specifically its influence in World politics today. After my Bachelors, I pursued a Master's degree in Political Communications also at Yale University, which I completed in January 2018.

I believe that there is no better place to continue my academic career in Politics as it relates to Behavioural Psychology than the Political Science department at Harvard University. I consider it a very rich experience to get the opportunity to meet students from all over the world and learn about their culture and values. Hence, courses like Democracy and Citizenship, Public Policy Analysis, and Management of Religious Diversity would give me more insight into how politics is affected in the world today by many other factors aside Behavioural Psychology. Considering the pedigree as well as the content of the Master's degree in Political Science at Yale University, combined with the knowledge I have garnered from my previous studies, I am confident that this Ph.D. brings me a step closer to my goal of becoming a political Advisor to the President of the United States.

I believe that I am a very diligent and highly motivated student; while studying for my Bachelors and my Masters, I did not fail any exam or fail to turn in any due assignment. I am certain to push through with the dedication I have always worked with to accomplish my goals and gain more knowledge and insight into political science. I developed a very deep interest in politics from my experience in working with the **[party name]** at **[party address]**, a political party in **[country name]**. Here, I attend meetings, determine political campaigning activities, design accurate slogans and texts for campaign purposes and devote myself to offline and online political campaigning.

Studying Political Science at Harvard University is an opportunity I would love to dedicate myself too wholeheartedly, and I hope that during my stay in Boston, Massachusetts, I will be able to contribute to the community in the best way that I can. Considering my academic performance so far and my desire to enrich mine and others' knowledge in political science, I am convinced that I will be a valuable addition to the programme. I hope to be given this chance, as I am confident that I am capable of meeting and even exceeding your expectations.

Thank you for considering my application.

Yours Sincerely,
Jane Doe

YOUR NAME

123 Street Avenue #4 | Rochester, NY 14607
555-666-8686 | email@nohyperlink.com

Date 10, 2020

Full Name of Individual
Institution or Organization
Street Address
City, State ZIP

Dear Ms., Mr., or Dr. [Name indicated on job description],

Opening Paragraph: The idea here is to directly state your application for the opening, making sure to use the exact name of the position and institution for which you are applying. (You might mention how you heard of the job.) Provide a one sentence summary of who you are, such as your schooling, highest degree, or current position, etc. Highlight two to three skills about yourself that matches the position, which not only outlines what is to come in the cover letter, but also compels the reader to continue.

Main Paragraphs: The main body of your cover letter is where you highlight your experience(s) and educational background most relevant to the job. Each paragraph will focus and *demonstrate* one of the skills mentioned in the first paragraph. Describe any current or past positions, roles, or experiences and focus on your strengths and qualifications as they apply to the job description. Cite specific examples that may be of particular interest to help you stand out as a candidate. If you have no directly related experience, point out applicable or transferable skills and explain how these apply to or fit the desired qualifications listed in the job advertisement.

The objective for the central part of your cover letter is to further develop the reader's interest in you so they will look at your résumé more closely. To make a connection with the reader, include specific information about *their* organization – quote part of their mission statement, discuss a project, or highlight the focus of the organization. This is how you demonstrate what attracts you to the job.

Additional paragraphs can be used if you are addressing various concepts in detail. You might mention leadership roles, honors, or awards here or describe your passion for that particular area with an example or two. You could also provide full disclosure of any particular details about your situation: your actual date of graduation (diploma-in-hand, dissertation defense success), or timeline issues as well as extenuating circumstances about leaving your present job, etc.

Closing Paragraph: Reiterate your interest in the position and reassert your confidence in your ability to work in a collaborative manner with the organization. Finally, thank them for the opportunity, that you look forward to hearing from them, and indicate that you are willing to provide more materials if requested.

Sincerely,

(Your Signature)

Your Name

***NOTE:** Keep letter to 1, 1.5, or 2 pages. Skip one line between paragraphs and do not indent. Proofread several times to make sure your letter has no spelling or grammatical errors.