

Cover Letter Examples

Leo Lion

Hammond, LA · lleo@selu.edu · 123-456-7890

March 6, 2023

Southern Tier Association
New York, NY

Dear Hiring Manager:

I am excited to submit this letter for the Program Assistant to the Senior Advisor to the President position at Southern Tier posted on Handshake. I possess the skills required for this job and am eager to have you consider my qualifications for this position.

My experience as a Law Intern for Michael & Scott in Hammond, LA has prepared me well for this position. While working there, I contributed to the day-to-day operations of workers' compensation at the general liability law firm representing employers and insurers. In addition, I have been tasked with drafting motions and briefs for numerous cases and participating in depositions, mediations, and trial preparation. I also possess a friendly personality and strong attention to detail, all of which will prove helpful in this position as I provide daily administrative and programmatic support to the Southern Tier Association staff.

In addition to my employment experiences, my extracurricular activities have given me event planning and project coordination skills. During my term as Vice President of Communications for the Gamma Beta Phi, an honor society that encourages community volunteerism, I coordinated community service projects and logistics. As an intern with the International Rescue Committee, a local non-profit organization, I planned a 300-person reception dinner and compiled background material on the organization for display. With these experiences, I have the ability to coordinate and monitor the progress of several projects at a given time, multi-task responsibilities, and master advanced computer software.

This position interests me a great deal because I believe that the work done by the United Nations Association is important for encouraging participation in global issues. If given the opportunity, I am confident I can exceed your expectations as a Program Assistant. Thank you for your time and consideration. Should you require any additional information or like to speak with me further, please contact me at lleo@selu.edu or 123-456-7890.

Sincerely,

Leo Lion

Leo Lion

Shannon Guidry

Baton Rouge, Louisiana 70816 | (123) 456-7890 | your.name@selu.edu

June 12, 2023

Courtney Millis
Human Resources
Office of Legislative Auditor
Baton Rouge, LA

Dear Ms. Millis:

I am very interested in applying for a position as a Staff Auditor in the area of financial audit, which I found on LinkedIn. From reading the job description and speaking to Molly Sikes, a current Auditor in your office, this role will allow me to utilize my knowledge of accounting and time management skills, and grow as a new professional.

I recently completed my Bachelor of Science in Accounting at Southeastern Louisiana University and am presently preparing to take the CPA examination in November. I hope to join the Office of Legislative Auditor where I can learn, further develop professionally, and build a long-term career in the field of accounting. Some key points that I would like to bring to your attention include:

- Through courses such as Auditing and Assurance Services, I've learned to apply theoretical knowledge to a real-world environment, creating detailed audit reports for hypothetical companies.
- As Vice President of Finance of the American Marketing Association student organization, I was responsible for maintaining accounting records of a \$2,000 budget and for presenting annual financial reports to the executive body and its members.
- In addition to minimizing educational and living expenses, my jobs at Starbucks and on-campus have taught me how to manage a fast-paced schedule. I efficiently organized working 20 hours, attending courses for 15 hours, and on-campus leadership for 5-10 hours weekly.

I'm interested in a role with clear growth opportunities, which I see in the job description for the Staff Auditor with the Office of Legislative Auditor. I appreciate your time and consideration. I would enjoy speaking with you to further discuss this role and the vision of your organization. Please call me at (225) 700-5000 to arrange a convenient time for us to meet.

Sincerely,

Shannon Guidry

Gary Finch

Ponchatoula, LA - (985) 777-8888
your.name@selu.edu – linkedin.com/yourname

August 21, 2023

Bancroft Corporate
Metairie, LA 70001

Dear Hiring Committee:

Please accept this letter and resume as my application for a position at Bancroft Corporate, which I found on Handshake. I am very interested in obtaining a position as a Medical Supply Sales Representative with Bancroft Corporate and believe that I possess the knowledge base, skills set, and experience that such a position requires.

I am presently attending Southeastern Louisiana University, and I will be graduating in December with a Bachelor of Science in Biological Sciences. The coursework required for this degree has provided me with a solid knowledge base in biological principles, biochemistry, and anatomy and physiology which I've complemented with a minor in marketing. I believe that the course projects and content give me a balanced perspective to understand the science behind medical products as well as how to best share this information with clients.

After tutoring for the past two years, I've learned to tailor my communication style to meet students' needs. am excited by the possibility of interacting with clients to educate them on Bancroft's products and services that will enhance their quality of life.

In researching Bancroft Corporate, I discovered that the company prides itself on quality, commitment, trust, and respect in both product sales and service. I am impressed by the fact that the company is passionate about its goals and about facilitating winning teams, as well as performing as an aggressive competitor.

I am confident that I could successfully meet your company's expectations and assist you in reaching your goals by applying my education, experience, and enthusiasm. I would love the opportunity to further discuss my qualifications for this role at Bancroft Corporate. Please contact me if additional information is needed. Thank you for your time.

Sincerely,

Gary Finch