



Professional Cover Letters

Career Planning Guide

The following tips are suggestions that you should consider when writing and sending your cover letter or a business letter to prospective employers:

- If meeting in person provide hard copy of cover letter and resume to hiring manager. Use white or light-colored paper in standard size (8 ½ x 11 inches). Many office supply stores sell resume paper
- Be sure to include a cover letter with mailed and emailed resumes. When you email a resume and cover letter, create a short introduction to use as your body email
- The cover letter should be easy to read, look crisp, and have a format and style that is consistent with that of your resume
- Always customize your cover letter for each position that you apply to based on the particular job posting
- If submitting cover letter documents online/email, upload document as a PDF and send accordingly
- Sometimes the cover letter may be listed as optional, if that is the case, it is highly recommended to include with your application as it could serve in your favor if hiring managers are deciding between two candidates

Many companies use **Applicant Tracking Systems (ATS)**, which scan cover letters for key words and themes that match the job description. These words identify skills that the company is looking for to fill specific job postings. However, due to the use of this software, there are specific ways a cover letter should be formatted so that it will scan properly into the company's system.

- **Do not use a template, invisible text boxes, special graphics, color, or shading.** Always use a blank Microsoft Word document to create a text-only version of your cover letter for online submissions. Always submit your cover letter in a .pdf format
- Use standard, non-decorative fonts between 10.5-12 pt. in black ink only. Remember to match the look of your cover letter to your resume to create a packaged look for the employer
- Margins should be equally set between .6-1 inch on all sides
- Cover letters should not exceed 1 page and should not be folded

Always proofread your cover letter before you send it!

WHAT IS A COVER LETTER AND WHEN DO YOU USE ONE?

A cover letter is a unique and personalized way to introduce yourself and explain why you are sending a resume to a potential employer for a job opening. Your cover letter should explain to the employer why you are interested in their company or available position and why you are the best candidate. The idea is not to repeat information found on your resume, but to highlight your best accomplishments and abilities and indicate how your qualifications meet the employer's requirements. Cover letters elaborate on the chief selling points of your resume and are tailored to the specific position you are applying to. They should convince the reader to look at your resume, reflect your attitude, and indicate how you will follow-up for an interview.

If you cannot hand your resume directly to the employer and introduce yourself, use a cover letter! For example, if you are attending the UT Dallas Career Expo, you will *not* need a cover letter. You are going to hand your resume directly to the recruiters; you would serve as your own cover letter.

MARKETING YOUR COVER LETTER TO EMPLOYERS

Employers across various industries seek candidates who demonstrate career readiness. This involves the demonstration of competencies that broadly prepare students for a successful transition into the workplace. When writing a cover letter, take the time to intentionally consider the experiences you have had that helped you develop these core competencies. Think about how your classes, projects, volunteerism, campus involvement, full and part time jobs, and internships can be used to demonstrate your career readiness.

Career readiness competencies that employers value highly include:

- Critical Thinking/Problem Solving
- Oral/Written Communication
- Teamwork/Collaboration
- Digital Technology
- Leadership
- Professionalism/Work Ethic
- Career Management
- Global/Intercultural Fluency

Before you begin writing a cover letter, it is important to thoroughly research both the position and organization to which you are applying. Use the company's website and LinkedIn to supplement the information outlined in the job description. From here, spend some time determining how your prior experience has provided you with necessary qualifications that the employer is seeking and work to emphasize those qualities in your cover letter.

FORMATTING YOUR COVER LETTER

The letter should contain the following information, in this order:

- Heading with your contact information (should match the heading on your resume)
- Date that you send the letter
- Employer's contact information
- Greeting
- Introduction paragraph
- Supporting, or "selling" paragraph(s)
- Closing paragraph
- Closing (sincerely, etc.)
- Your signature
- Enclosure (optional)

Above the Letter

As shown in the examples that follow, you need to provide your contact information and the date. You may use the same header format from your resume for consistency. The date and the employer's contact information should also be included at the top of the cover letter.

If you do not know the employer's information, try to research it on your own. If there is no information available at all, write what you do know. If you cannot find the name of the employer reviewing your application, address your cover letter to a general title, such as "Hiring Manager" or "Recruiting Director." Avoid using "To Whom It May Concern."

Introduction Paragraph

This paragraph should tell the employer the exact position that you are applying to, include your referral if applicable, and highlight a few of your key qualifications that match the job description. You can also tell the employer why you want to work for them or what intrigues you about their company or the position – if possible, point out something you found on their website (company mission statement/values/vision) or something that you discussed with a recruiter. Catch the employer's attention by including something that stood out to you on their social media platforms, project company is working on, etc.

Supporting/ "Selling Yourself" Paragraph

The central paragraph of the cover letter is unique for each person, but the premise is the same for everyone: sell yourself! **In this paragraph, you want to describe how you fulfill the job's requirements by expanding on the skills and experiences you have talked about in your resume or providing additional information not on your resume.** Avoid simply repeating the information on your resume; this is where you can elaborate more fully on your information to give the employer a more well-rounded view of your experiences.

Remember that your qualifications come from education, projects, work and volunteer history, activities, etc. Always keep the job description in mind and show, or prove, to the employer by providing examples and quantifiable results of your accomplishments if possible. If this paragraph becomes too long, you may separate it into two paragraphs.

Closing Paragraph

Be strong in this paragraph! Stay away from using phrases such as, "I hope or wish..." and "would or could." Instead, use phrases such as, "I look forward to..." and "I will..." Make sure to thank them for their time and consideration of your application. Also, provide your email and phone number again, as well as mention how you will follow-up with the employer. **This paragraph essentially acts as the Thank You and Goodbye of your cover letter and informs the employer of the best way to contact you for an interview.**

Enclosure/Attachment

If you are sending anything other than a cover letter (a resume, for example) use "Enclosure" or "Attachment" after your name/signature so the employer knows to expect documents in addition to the letter. In most cases, you use "Enclosure" when mailing a physical paper copy of your materials to the employer in an envelope and you use "Attachment" when emailing or digitally submitting your material to the employer.

FORMATTING YOUR COVER LETTER

LORENZO MEDICI

Richardson, TX 75080 | (555) 867-5309 | lorenzomedici24@gmail.com | [LinkedIn](#)

July 15, 2021 [Today's date]

Ms. Connie Burns [Hiring manager's name; or Search Committee]
Burns & McDonnell [Organization name]
123 Main Street [Street address]
Wallingford, CT 12345 [City, state, zip]

Header: Bold name, all caps, larger font size. City, Zip, Phone, professional email address, linkedIn

Dear Ms. Burns: [Dear/Title/Last name, then colon; or Dear Search Committee Members]

Thank you for the opportunity to apply for a Summer 2021 Computer Science Internship [title of position] with Burns & McDonnell. As a Computer Science senior, I am passionate not only about technological improvement, but also implementing computers in ways that are efficient and beneficial to clients which Burns & McDonnell is very well known for in the industry. Highly skilled in C++, Java, SQL, and Python, I have extensive experience in team projects and working collaboratively in a wide variety of environments.

Explain why you are applying for this company- very important

As an undergraduate, I have completed a number of projects by working with classmates, building both my technical and interpersonal skills. This past fall I led a team of students in building a website that matches volunteers with service organizations. Prospective volunteers complete their profile and are then paired up with representatives and alumni of participating service organizations in order to improve the personality match between applicants and available positions. Our completed project placed 1st in the class for user interface and 2nd for efficiency. [Expand on experience/evidence why you are qualified- customize to job description document- Use their keywords and phrases; 1 to 2 paragraphs depending on your experience]

In addition, I am a 3-semester Dean's List student and current treasurer of The University of Texas at Dallas Developer Student Club, to support my commitment to academic excellence and ongoing professional growth. My work experience also includes customer service, where I interacted directly with clients to ensure satisfaction and efficiency. I hope to bring my strong interpersonal skills to a position that works with clients and impacts the customer experience. As a highly adaptable employee, I am comfortable working both independently and in groups, and utilizing the resources available to make fast progress without sacrificing work quality. [May have this additional paragraph to expand on experience/evidence why you are highly qualified] [Do not exceed 1 page however]

Thank you again for this internship opportunity. I am confident that my technical skills, experience, and commitment to clients make me an excellent fit for Burns & McDonnell. I can be reached at (555) 867-5309 or by email at lorenzomedici24@gmail.com and I look forward to hearing from you soon about my application status. [Thank them, invite them to contact you]

Thank you for your time, [Closing- or Sincerely or Best regards]

(Convert to PDF; Insert your e-signature here)

Lorenzo Medici

Convert both letter and resume to PDF. Combine documents.

ATTENTION

The following cover letters and business letters are for reference purposes only and copying them word-for-word is a form of academic dishonesty. It is imperative that your cover letter and information reflect your own skills, abilities, and experience. It is strongly recommended that templates and boilerplate wording be avoided to create a strong, effective cover letter.

Do not provide false information or copy wording from other sources.

SAMPLE 1 – COVER LETTER

Daniel Gomez

Plano, TX 75024

(555) 338-5129

dan.gomez@gmail.com

June 1, 2021

Aleyda Murillo

Executive Assistant

J.J. Pearce High School

1600 N. Coit Road

Richardson, TX 75080

Dear Aleyda Murillo:

As a recent graduate of The University of Texas at Dallas, I am excited to apply for the 11th Grade English Teacher position listed on your website. I graduated this past May with a Bachelor of Arts in Literature and a Literature Teacher Certification for grades 7-12. I believe my passion for innovative and engaging teaching methods would make me the perfect candidate to pass the Mustang spirit onto the next generation of young minds.

As demonstrated on my resume, I have extensive field-based experience. As part of my Teacher Certification training, I have performed over 40 hours as an Instructional Classroom Aide to two high school English teachers at Plano ISD Academy High School. These positions gave me invaluable practical experience in managing a classroom, developing and adjusting lesson plans quickly, and learning the social dynamics of a classroom. My Teacher Certification requirements have unquestionably aided my developmental growth as a teacher, but the bulk of my real-world experience comes from my 2 years working as a Paraprofessional and Substitute Teacher at multiple high schools across Dallas ISD. As enriching as Instructional Aide and Paraprofessional positions are, there is nothing quite as thrilling or terrifying as being the ultimate authority figure in the classroom and my experience as a Substitute Teacher shaped and refined my teaching philosophies in ways that I will be forever grateful for. Much of my training and experience has been done in in-person classroom settings, but the past year has afforded me the opportunity to learn best practices for virtual teaching, so I would be able to perform my duties remotely if needed.

I truly believe my experience would make me an excellent fit to join the J.J. Pearce family. I can be reached at (555) 338-5129 or dan.gomez@gmail.com, and I look forward to discussing the position with you further. Thank you for taking the time to review my qualifications.

Sincerely,

Daniel Gomez

Daniel Gomez

SAMPLE 2 – COVER LETTER

Sasha White

555.555.5555

sasha_white@gmail.com

Rowlett, TX 75089

linkedin.com/in/sasha.white

sashawhite.myportfolio.com

December 17, 2020

Marketing Hiring

Committee

eJoy Marketing Solutions

717 Soraparu Blvd.

New Orleans, LA 70130

Dear Marketing Hiring Committee:

Thank you for taking the time to consider me as your new Digital Marketing Specialist at eJoy. When I came across your posting on Handshake, I was excited for the opportunity to apply my artistic skills to work in marketing for the digital space. The post mentioned that your company was on the smaller side with less than 20 employees; the idea of joining a close-knit team where I can collaborate with every member is a real draw for me, and I get the impression that is the case at eJoy.

While earning my Visual and Performing Arts bachelor's degree at The University of Texas at Dallas, I thrived in art courses where I could explore traditional media and learn aesthetic principles. Outside of the curriculum, I took a series of online classes to dive deeper into Adobe Creative Suite software, including Photoshop and Illustrator. One thing that sold me on the idea of using my artistic skills for marketing was my experience at Flix Brewhouse. Though my title was Lead Bartender, as part of the location's opening staff, I routinely participated in tasks outside of my position. I learned how to use art and design to create a brand message and how to use various social media platforms to spread that message. I enjoyed this work so much that I ultimately decided to minor in Marketing.

Applying these lessons to eJoy's campaigns is a wonderful opportunity, and I would love to discuss in more detail how we can use my experience to benefit your clients. Thank you again for taking the time to review my qualifications. I look forward to hearing from you soon.

Sincerely,

Sasha White

Sasha White

Enclosure

SAMPLE 3 – COVER LETTER

Joshua Ngo

(469) 212-0000 – joshua.ngo@utdallas.edu
Richardson, TX 75080 – [linkedin.com/in/joshua.ngo](https://www.linkedin.com/in/joshua.ngo)

December 17, 2020

Edward Cane

Head of Recruiting
Legend Games
260 Crossroads Rd.
Cary, NC 27518

Dear Edward Cane:

Games have given so much to me throughout my development; there was no question that I would pursue them in my career. When I found Legend's job posting on Handshake for your Animation Programmer Summer Internship, I knew I had to apply. I have followed the development of "Sandbox Royale" since you released it three years ago. It has been a fantastic learning experience to watch as Legend continues to push and adapt the gaming experience for their players well after the release date, and I know I would be a valuable asset as your team maintains that level of gaming excellence.

Although a lifelong player, I got my start in game design a little over eight years ago when I led my first tabletop roleplaying game. Ever since, I have been hooked on the thrill of planning the game sessions for my players and watching their excitement as I guide them through the encounters. I brought that enthusiasm with me to my coursework at The University of Texas at Dallas, where I took as many classes as possible in game and interaction design, and I routinely bring what I have learned back to my players. This is also where I developed my interest in using Maya and the Unreal Engine to model characters and program their movements with physics and inverse kinematics.

Legend Games has been such an influence on my professional trajectory. The opportunity to work directly from your team and learn how to bring the enthusiasm I give my tabletop players to a wider audience is tremendously exciting. I would love to discuss how I can bring my experience to your projects and continue my education under the mentorship of your amazing team.

Sincerely,

Joshua Ngo

Joshua Ngo

SAMPLE 4 – COVER LETTER

Avery Wasserman

(888) 555-3333

avery_wasserman@gmail.com

Newark, NJ 07105

17 December 2020

Temper Group

501 William Burr Rd.

Teaneck, NJ 07662

Dear Temper Group:

Quality User Experience through design has long been a firmly held value of mine. That is why I was drawn to your posting for a UI/UX Developer when I came across it on my university's Handshake board. Your description of the role showed that you shared my view that compelling and intuitive design is essential, not optional. When I found that Temper focuses on developing user experiences for the automotive industry, I remembered buying my first car with my dad. There is a definite value that good UI/UX design can bring to improving that experience.

I have a vested interest in working in design, and I pursued freelance projects throughout my time at The University of Texas at Dallas while I pursued my degree in Design & Production. What I love about UI/UX is seeing real results from my work using analytics to track the user as they navigate the experience. In one of my favorite projects, I worked as the Full Stack Designer/Developer for a local gymnastics studio. I worked with them to develop a responsive website for their customers using HTML5 and Sass. Getting to see the studio's online engagement improve in real-time was so rewarding.

Continuing this work and getting to see those results on a larger scale will be immensely fulfilling. I would welcome the opportunity to discuss in detail how we can apply my freelance and college design experience to your projects to improve the car buying experience for your clients. Thank you for your time; I look forward to hearing from you soon.

Sincerely,

Avery Wasserman

Avery Wasserman

Attachment

SAMPLE 5 – COVER LETTER

Talia Kline

t.kline@gmail.com

555.868.2159

Dallas, TX 75248

December 5, 2020

Clayton Wolfe

Healthcare Recruiter

Maxim Healthcare Group

7227 Lee Deforest Drive

Columbia, MD 21046

Dear Clayton Wolfe:

I am writing to apply for the position of Speech Language Pathologist at Maxim Healthcare Group. When I came across your job posting on Handshake, I knew that I had to take the opportunity to be part of such an established institution in the healthcare industry. As a Speech Language Pathologist, I value compassionate patient care above all else, and I believe that Maxim Healthcare Group is a company that demonstrates such integrity.

In addition to my undergraduate training in speech language pathology and audiology, my two years of experience in crisis intervention has instilled in me the slow patience of a trained healthcare provider while simultaneously cultivating quick yet skilled situational analysis. Meanwhile, my extensive work in community engagement has allowed me to develop the interpersonal skills that are also essential to a competent Speech Language Pathologist working within a multi-disciplinary rehabilitation team.

This coming academic year, I will be continuing my education with a PhD in Speech, Language, and Hearing Sciences to advance my knowledge and training in working with communication disorders. This will not take time away from my responsibilities at your company and will make me uniquely qualified to help your patients develop the skills they need to communicate effectively and confidently. I strive to provide my patients with not just compassionate care, but also with professional and personal growth from a constant pursuit of knowledge and improvement.

Thank you for your time and consideration!

Sincerely,

Talia Kline

Talia Kline

SAMPLE 6 – COVER LETTER

Sophia Carson

Richardson, TX 75080

(214) 868-3563

stc170080@utdallas.edu

December 13, 2020

Dr. Robert Ackerman

Personality and Interpersonal Relationships Laboratory

The University of Texas at Dallas

Richardson, TX 75080

Dear Dr. Ackerman:

Thank you for the opportunity to apply for the Undergraduate Research Assistant position at the PAIR Lab listed on Handshake. Ana Rizvi, the president of the Psychology Coalition, of which I am a member, has worked with you in the past and encouraged me to apply. As a current Psychology major at The University of Texas at Dallas, this position is an exciting opportunity for me to transition the skills that I have learned in the classroom into a professional research environment. I am confident that this would not only be an excellent learning opportunity for me, but that my skills, education, and experience would make me a valuable asset to the PAIR Lab.

Though I am only a sophomore, my academic career at UT Dallas has been exemplary. I have maintained a 4.0 GPA, made the Dean's List every semester, and this year I have been awarded the BBS Helen Small Scholarship. I am a hard worker, and I will apply this same level of dedication to my work at the PAIR Lab. Through my classes, I have developed a strong foundation of psychological knowledge and have worked on several group projects, including one in my Social and Personality Development class that simulated a research experiment to determine how personality traits of adolescents affect college social development that I think is particularly relevant to the work I would be assisting with at the PAIR Lab. I also have over 2 years of customer service experience, which has taught me how to interact with others to achieve a desired outcome. The ability to observe and study strangers in order to catalog their actions and anticipate their needs is a skill that will serve me well when handling research participants.

I look forward to hearing from you soon so we can discuss my qualifications for the Undergraduate Research Assistant position in more detail. I can be reached by phone at (214) 868-3563 or by email at stc170080@utdallas.edu. I appreciate your time and consideration of my application.

Sincerely,

Sophia Carson

Sophia Carson

SAMPLE 7 – COVER LETTER

Oliver McNeil

oliver.mcneil@gmail.com | 555.555.5555
Plano, TX 75024

December 5, 2020

Recruiting Manager
Lovelace Biomedical Research Institute
2425 Ridgecrest Drive Southeast
Albuquerque, NM 87108

Dear Recruiting Manager:

It is with hopeful excitement that I write to you as a candidate for the Faculty position at Lovelace Biomedical Research Institute. As a neuroscientist, I am a proud proponent of the power of research in propelling our society forward. Your institution's work, especially your collaborations with the Mind Research Network, inspire me and many other young scientists to continuously work towards overall advancement in health and science.

My educational background in applied cognition and neuroscience has provided me not only with the fundamental knowledge to navigate studies of the human brain, but it has also imparted in me both the interest and the competence to further investigate the role of neurological diagnosis and monitoring in the pursuit of improved societal systems. One such research program I participated in during my graduate degree aspired to use neuroscience to facilitate advancement in addiction research and prison reform. In the future, I plan to combine my learnings and your guidance to design and establish more rigorous research programs to support our shared areas of inquiry. It is this kind of commitment to holistic health and development that makes me excited to be part of a research institute that shares the same dedication to innovation.

This faculty position is exactly what I aspire to be doing and my accomplishments mentioned above will be an asset for your team. I would love to discuss your needs for the role and the ways in which I can contribute to your facility. Thank you and I hope to hear from you soon!

Sincerely,

Oliver McNeil

Oliver McNeil

SAMPLE 8 – COVER LETTER

Lydia Rizvi

(972) 123-9876 – lydia_rizvi@gmail.com
Dallas, TX 75231 – [linkedin.com/in/lydia.rizvi](https://www.linkedin.com/in/lydia.rizvi)

December 16, 2020

Robert Yun
Program Specialist
Tennessee Institute for Science and Education
100 Research Blvd
Oak Ridge, TN 37832

Dear Dr. Robert Yun,

As a graduate of Biomedical Engineering, I found your job posting for a Biomechanical Modelling Fellow on Handshake very intriguing. I have been interested in exploring the use of additive manufacturing for musculoskeletal braces for some time, and the institute's connection to the VA strikes a chord for me. My father is in the Army and one of his close friends lost a leg during a helicopter crash. Growing up so close to a wounded veteran is part of what inspired me to pursue this career.

During my undergraduate research, I spent time as a Project Engineering Intern for ITE Engineering Consultants in Ohio. We used SolidWorks and Siemens NX CAD to design solutions that made full use of additive manufacturing to explore novel forms and structures for industrial product design. I continued in this vein for my undergraduate research role, applying MATLAB for finite element analysis and modeling hydrogel drug capsulation.

I am very excited by the prospect of applying these experiences directly to musculoskeletal recovery, and your fellowship sounds like the ideal opportunity to do just that for a group of people I deeply care for. I look forward to discussing how we can use my skills for the betterment of your fellowship, and I hope to hear from you soon.

Thank you,

Lydia Rizvi

Lydia Rizvi

Attachment

SAMPLE 9 – COVER LETTER

Lorenzo Medici

Richardson, TX 75080 | (555) 867-5309 | lorenzomedici24@gmail.com

December 8, 2020

Burns & McDonnell
Wallingford, CT
120 Valley Court

Dear Hiring Committee,

Thank you for the opportunity to apply for a Summer 2021 Computer Science Internship with Burns & McDonnell. As a Computer Science senior, I am passionate about not only technological improvement, but also implementing computers in ways that are efficient and beneficial to clients. Highly skilled in C++, Java, SQL, and Python, I have extensive experience in team projects and working collaboratively in a wide variety of environments.

As an undergraduate, I have completed a number of projects by working with classmates, building both my technical and interpersonal skills. This past fall I led a team of 3 students in building a website that matches volunteers with service organizations. Prospective volunteers complete their profile and are then paired up with representatives and alumni of participating service organizations in order to improve the personality match between applicants and available positions. Our completed project placed 1st in the class for user interface and 2nd for efficiency. In addition, I am a 3-semester Dean's List student and current treasurer of The University of Texas at Dallas Developer Student Club, to support my commitment to academic excellence and ongoing professional growth. My work experience also includes customer service, where I interacted directly with clients to ensure satisfaction and efficiency. I hope to bring my strong interpersonal skills to a position that works with clients and impacts the customer experience. As a highly adaptable employee, I am comfortable working both independently and in groups, and utilizing the resources available to make fast progress without sacrificing work quality.

Thank you again for this internship opportunity. I am confident that my technical skills, experience, and commitment to clients make me an excellent fit for Burns & McDonnell. I can be reached at (555) 867-5309 or by email at lorenzomedici24@gmail.com – I look forward to hearing from you.

Thank you for your time,

Lorenzo Medici

Lorenzo Medici

SAMPLE 10 – COVER LETTER

Bao Arwood

972-883-0000

arwood_bao@gmail.com

Richardson, TX 75080

linkedin.com/in/bao.arwood

February 17, 2021

Christina Marquez

HR Manager and Recruiter

Community Water Center

900 W Oak Ave

Visalia, CA 93291

Dear Christina Marquez,

Water is such an incredibly vital resource that has long since been neglected. As a long-standing water conservationist and a fellow Californian, I was thrilled to see your job posting for a Community Solutions Advocacy Manager on my university's Handshake forum. I enjoyed learning more about the amazing work the Community Water Center has done for my hometown in Watsonville, as well as the communities surrounding Sacramento and Visalia. I believe that my education combined with my passion for water justice and conservation have prepared me for this position.

I am a recent sociology graduate with a minor in criminology from The University of Texas at Dallas. While I have been missing my hometown, the organizations I joined during my academic career have connected me to an amazing local water conservation program which I look forward to volunteering with and learning from every year. This program has driven me to focus my sociology studies into environmental advocacy and policy enforcement by adding a minor in criminology.

Working with Community Water Center is a great opportunity to combine my career goals while sharing the knowledge I have gained from my volunteer experiences to further grow my passions. There is still so much more we can learn when it comes to defending water rights. I would greatly welcome the opportunity to further discuss how I can contribute to your team's efforts to protect our resources. Thank you for your time!

Sincerely,

Bao Arwood

Bao Arwood

Attachment

SAMPLE 11 – COVER LETTER

Blake Parker

Richardson, TX 75080

(469) 221-5971

blake.d.parker@gmail.com

January 19, 2021

Richard Holmes

Recruiting Manager

JPMorgan Chase & Co.

Dear Mr. Holmes,

As a recent Honors graduate from The University of Texas at Dallas with a Bachelor of Science in Economics degree, I am eager to apply for the Global Finance & Business Management Analyst position listed on your website. I am confident that my educational background and professional experience would make me the ideal candidate for JPMorgan Chase & Co.

I offer considerable professional financial experience in studying global markets and performing risk management. In the summer of 2018, I interned for the JPMorgan Chase New York office under Tom Mullen, and this is where I decided to pursue global risk management as my primary field of interest. Tom's recommendation was instrumental in securing my position at the Charles Schwab Intern Academy the following summer, and I have since worked at several prominent financial institutions. I have learned from and contributed to all of them, but I have never been as invigorated by my work and my colleagues as when I was working at JPMorgan Chase.

In the three years since I last worked for your company, I have developed my skills substantially and across various economic areas. In my position at Comerica Bank, I worked closely with the Chief Economist to analyze economic trends and conduct financial analysis reports for the company. At Bates White, I learned how to take my research skills and market strategies experience and apply it to consulting. I am highly proficient in using programs like EViews, Stata, Tableau, and Minitab in practical settings and I have extensive experience managing high profile clients.

I am extremely interested in helping JPMorgan Chase remain a premiere financial services company and I believe my skills and experience make me uniquely qualified to do so. If you have any questions about my application or would like to arrange a meeting to discuss my qualifications further, I can be reached at (469) 221-5971 or blake.d.parker@gmail.com.

Sincerely,

Blake Parker

Blake Parker

SAMPLE 12 – COVER LETTER

Adrien Moore

adrien.moore@gmail.com | 555.870.9050
Dallas, TX 75230

December 5, 2020

Amily Loreda
Senior Associate, Human Resources
Association of Public and Land-grant Universities
1220 L Street NW
Suite 1000
Washington, DC 20005

Dear Amily Loreda,

Social justice, particularly regarding diversity and inclusion, has always been the passion that drives my pursuits. Upon coming across your job posting on Handshake, I knew that I had to apply for the position of Associate for Data & Policy Analysis and External Diversity, Equity, and Inclusion at your esteemed institution. As a longtime student of public policy and political economy, I recognize the gravity of public education in advancing social systems. The opportunity to work with the APLU and contribute to strengthening public education is truly exciting.

My academic background has prepared me for the technicalities of data and policy analysis while my past professional experience has trained me for the various administrative tasks listed in your job posting. Meanwhile, my vast extracurricular involvements imbued in me both a dedication to the field and an understanding of its complexities. I have no doubt that under your association's guidance and through my abilities, we can advance the cause of improving public education in a way that addresses global challenges and builds the foundation for vibrant communities both locally and globally.

Thank you for your time in reviewing my application. If you would like to discuss how I could benefit the APLU further, I can be reached at adrien.moore@gmail.com or at 555. 870.9050. I look forward to hearing from you soon.

Sincerely,

Adrien Moore

Adrien Moore

SAMPLE 13 – COVER LETTER

Carissa Kennedy

972-225-0000
carissa.kennedy@utdallas.edu
Richardson, TX 75080
linkedin.com/in/carissa.kennedy

January 4, 2021

Malik Jackson
Human Resource Manager
Perot Museum of Nature and Science
2201 North Field Street
Dallas, TX 75201

Dear Malik Jackson,

Growing up in the DFW Metroplex, I still remember the pure wonder that filled a school field trip to the Perot Museum of Nature and Science and seeing the pictures of dinosaurs come to life in looming models. While traditional science was not the career path for me, I still could not contain my excitement at seeing your post for a Human Resource Intern listed on Handshake. Being able to learn how to operate a non-profit organization and using the HRIS system, Paycom, hands-on from the same institution that ignited the spark of learning in my childhood would be an incredible opportunity.

This semester will conclude my third year as an Interdisciplinary Studies student with a concentration in Human Resources at The University of Texas at Dallas. In my previous employment for the university, I served as a Customer Service Representative for the Bursar's Office, where I developed tactful communication skills with parents and students while performing administrative duties, such as transferring and organizing documents—both paper and electronic—which will be useful in creating a paper-free work environment that your team strives for. Furthermore, my experience with SAP and Oracle PeopleSoft will transfer well in operating Paycom.

The Perot Museum of Nature and Science has been an incredible resource for me growing up and I would welcome the opportunity to discuss in greater detail how I can contribute my experience and education to your internship program. I look forward to hearing from you and greatly thank you for your time.

Sincerely,

Carissa Kennedy

Carissa Kennedy
Attachment

SAMPLE 14 – COVER LETTER

**Jackson
Goodfellow**

555-867-5309
jsg190007@utdallas.edu
Richardson, TX 75080

December 16, 2020

Dr. Karen E. Johnson
Baylor College of Medicine
One Baylor Plaza
Houston, TX 77030

Dear Dr. Johnson & Admissions Committee,

I am writing to express my continued desire to attend Baylor College of Medicine. I initially applied several weeks ago, and the interim period has solidified my conviction that BCM is the right fit for me. Since completing Fall semester, I have also submitted an updated transcript.

The opportunities available at Texas Medical Center are unrivaled, and invaluable to any prospective healthcare practitioner. The results of this location are proven in the consistent record of student success. During my interview with Dr. Rightford, my overwhelming impression was that BCM offers not only a world-class education, but truly values the student community and strives to create the most supportive environment and foster respect. I believe community is fundamental to every aspect of a career in healthcare - as a member of my campus Health Occupations Students of America group, I have volunteered extensively to support the healthcare network in Dallas. In addition, I worked as a peer tutor in a number of subjects, striving to support my peers in academic excellence through collaboration. I am excited at the prospect of attending Baylor because the curriculum of early patient work allows me to continue expanding my community engagement in a professional environment and get the best education possible through a real-world setting.

I can be reached at 555-867-5309 or by email at jsg190007@utdallas.edu with any questions regarding my application – thank you for the opportunity to apply for Baylor College of Medicine M.D. program.

Thank you,

Jackson Goodfellow

Jackson Goodfellow

SAMPLE 15 – COVER LETTER

Jalen King

(214) 555-5555 – jxk180000@utdallas.edu
Dallas, TX 75202 – [linkedin.com/in/jalen.king](https://www.linkedin.com/in/jalen.king)

April 16, 2021

SPCA of Texas
2315 Ranger
Dr.
Dallas, TX 75212

Dear SPCA of Texas,

Throughout my life, during and leading up to my time at The University of Texas at Dallas, I have had a strong desire to give back through nonprofit and charity organizations. The SPCA's posting for a Summer Intern position on Handshake especially caught my attention, as I care deeply for the welfare of the animals in our city who do not have the homes they deserve.

Outside of my degree, I sought out several opportunities in the nonprofit sector. I worked with the Methodist Dallas Medical Center to build a welcoming atmosphere at the hospital and had the privilege of attending their workshops to prepare for a career in charity. More recently, I worked with Dallas Animal Services as their Marketing Intern. I received a direct look behind the scenes of running an animal-focused nonprofit, emboldening their mission through creating content to support their campaigns on social media. I even had the opportunity to strategize and present campaign ideas to promote adoptions in the city.

I learned so much from my time with Dallas Animal Services. I would love to discuss how I can continue that line of work by bringing that experience to your projects at the SPCA in your Summer Internship. I look forward to hearing from you soon.

Sincerely,



Jalen King

Attachment

SAMPLE 16 – COVER LETTER

Lynn Whitaker

972-883-0000

lynn.whitaker@utdallas.edu

Richardson, TX 75080

linkedin.com/in/lynn.whitaker

December 17, 2020

Christina Troiano

Head of Recruiting

Texas Instrument Inc.

12500 T I Blvd.

Dallas, TX 75243

Dear Christina Troiano,

Throughout my educational career, Texas Instruments products have been great companions to have along my journey. From the TI-84 Plus Graphing Calculator throughout high school to my BA II Plus Financial Calculator as I finish my junior year as a dual Finance and Accounting major, I am never without a TI product. My admiration for Texas Instruments only grew when I met with one of your recruiters, Helen Buford, at my university's job fair last fall and got to know more about the incredible work culture that surrounds Texas Instruments. These reasons coupled with your amazing ACCESS rotation program are why I knew I had to apply for the Finance, Accounting, & Operations Internship posting on Handshake. Texas Instruments has been an incredible resource for my education, and I believe this education combined with my experience and professional skills have prepared me for your unique internship program.

During my coursework at The University of Texas at Dallas, I have been involved in many projects in which I was responsible for creating financial statements and variance analysis reports, forecasting budgets, and analyzing inventory to ensure sufficient material for hypothetical companies. In my spare time, I have also gained insightful industry knowledge from my Undergraduate Accounting Club meetings and have been able to apply these skills in my extracurricular Financial Modeling and Analysis project, accompanied by my BA II Plus Financial calculator and my certifications in both Microsoft Excel and QuickBooks.

Texas Instruments has such a long-standing reputation throughout the DFW Metroplex, and I admire your inclusive internship approach, which allows interns to work directly with your team's projects. I look forward to discussing in further detail how my experiences can contribute to these projects and how I can continue to develop under your team's mentorship.

Sincerely,



Lynn Whitaker

SAMPLE 17 – COVER LETTER

Brian Taylor

972-883-0000
brian.taylor@utdallas.edu
Richardson, TX 75080
linkedin.com/in/brian.taylor

January 4, 2021

Kingshuk Mukherjee
Founder Director/Owner
Global Impex USA
14 Seventh Ave.
North
St. Cloud, MN 56301

Dear Mr. Kingshuk Mukherjee,

I came across your posting for a Supply Chain Management Intern on my university's Handshake forum and was inspired by the amazing efforts Global Impex USA has put forth to support the healthcare systems as an OEM textile company. To be able to work with a company that prioritizes attention to detail, conducts ethical resourcing for their materials, and ensures the quality of their products would be an incredible opportunity to learn from and I believe that I am a strong candidate to offer my contributions to this internship program.

As an undergraduate finance student pursuing an accelerated program to also earn a Master of Science in Supply Chain Management by the time I graduate from The University of Texas at Dallas, I have gained experience in preparing financial statements and cash flow analyses and have developed a proficiency for programs such as QuickBooks and SAP. It has also been a privilege of mine to be accepted into the Supply Chain Leadership Council and the SAP Users Group at UT Dallas. These organizations have been a great way to develop my understanding of the career field and apply the knowledge from my classes collaboratively with my peers.

To be able to build upon these experiences through a value-rich company such as Global Impex USA would be a fulfilling learning opportunity. I look forward to discussing with you further how my experiences can contribute to your internship program. Thank you for your time.

Sincerely,

Brian Taylor

Brian Taylor

Attachment

SAMPLE 18 – COVER LETTER

Marissa Alvarez

214-867-5309 | Fort Worth, TX 76105 | malvarez19@gmail.com

June 8, 2021

Dr. Ashley Brown
Director of Personnel
Carrollton-Farmers
Branch ISD
334 Merchant Way
Blvd.

Dear Dr. Brown,

As a recent graduate of The University of Texas at Dallas, I am excited to apply as a Secondary Mathematics teacher at Carrollton-Farmers Branch ISD. As part of my education, I completed the UTeach program to earn my secondary teaching certification along with a Bachelor of Arts in Mathematics before graduating in May 2021. I am committed to supporting and uplifting students of all backgrounds, especially in a time when many need additional guidance.

During my classroom experience as part of UTeach, I gained the necessary skills and confidence for secondary teaching, including in the virtual format. Working under Mr. Johnson at Bryan Adams High School, I contributed to classroom management in directing student focus along with contributing to weekly lesson preparation and anticipating teacher needs. Part of my internship was conducted in Fall 2020 and required proficiency in distanced teaching and digital workflow. Additionally, I am fluent in both English and Spanish, and able to serve the unique needs of a diverse community like Carrollton-Farmers Branch ISD. I am passionate about reaching historically underserved communities and helping these students reach their full potential. As a mathematics undergraduate, I completed my program with a 3.6 cumulative GPA, in addition to volunteering more than 50 hours as a peer tutor in calculus and linear algebra.

Thank you for the opportunity to apply as a secondary math teacher with the Carrollton-Farmers Branch ISD. I can be reached by phone at 214-867-5309 or by email at malvarez19@gmail.com. Please feel free to contact me with any questions regarding my qualifications – I look forward to hearing from you soon.

Thank you for your consideration,

Marissa Alvarez

Marissa Alvarez

SAMPLE 19 – COVER LETTER

Delilah Gairola

555-867-5309
Plano, TX 75093
delilahG@ymail.com

April 23, 2021

Susane Kelleth
Microsoft Inc.
5000 148th Ave NE
Redmond, WA 98052

Dear Susane Kelleth,

As a highly analytical problem-solver, I am passionate about working with data and creating actionable steps. Data is created and gathered at every step of technology design and implementation, making it a resource of critical importance in analyzing efficiency and improving results. I would love to become an asset to the Microsoft team as a Junior Data Analyst and contribute to the company mission of being at the forefront of user-friendly technology.

My degree in Data Science, completed this upcoming May at The University of Texas at Dallas, included coursework in big data management and algorithmic analysis. Recently, I utilized these skills in an internship at Adobe, where I used SQL and Python to customize the customer experience and identify problems based on user data. I then presented the findings to both technical and non-technical audiences using Tableau and other data visualization programs. My results were used to generate user-specific content based on engagement patterns and feedback. Additionally, my work experience is focused on collaborative environments and customer-facing roles, which has contributed to excellent interpersonal skills and written communication with a wide variety of peers. I excel in a team-driven environment centered around improving the user experience and maximizing efficiency.

Based on these factors, I would be an excellent fit for the Junior Data Analyst role at Microsoft. As a dataanalyst, I bring my proven track record of using time-tested methods to recognize patterns and create meaning from big data. I can be reached at 555-867-5309 or by email at delilahG@ymail.com. Thank you for your time. I hope to hear from you soon.

Delilah Gairola

Delilah Gairola

SAMPLE 20 – COVER LETTER

Jacob Scott

214.868.0000

jacob.scott@gmail.com

Richardson, TX 75085

linkedin.com/in/jacob.scott

June 15, 2021

Werry-Bahmer Design Group

82315 Forest Rd

St. Louis, MO 63105

Dear Werry-Bahmer Design Group,

The principles of design have been a significant influence throughout my life. When I found your posting for an Entry-Level Engineering Consultant, the opportunity to use those principles across a variety of clients and projects piqued my interest. I discovered that the Werry-Bahmer mission statement resonated with my goals post-graduation: “To use the power of business to build a better world.” That is precisely the thinking behind why I went into Mechanical Engineering. Getting to do so in a people-centric environment that solves problems on the global stage sounds like your group is the team to do it with.

While I recently graduated with a B.S. in Mechanical Engineering from The University of Texas at Dallas, this sentiment started earlier during my 6-year career in design and management in the marketing industry. It was great applying creative thinking to solve problems and help clients identify strategies to achieve their goals. However, over the years, I found my values had shifted and I wanted to solve problems with a more significant impact than what I could accomplish in content marketing. That is why I decided to commit fully to engineering.

In the last position of my marketing career, an agency hired me as an Animator/Motion Designer. During the first few months, my manager found that I would regularly bring him ideas for the department; some of these were dead on arrival, but others took off, getting implemented and catching the eyes of upper management. They appreciated my initiative and eagerness to help outside my designated role and promoted me to Creative Producer only a few months after hiring me. But the new position did not replace my old duties. Instead, it stacked on top of them, and I had to adapt to the new workload by designing new strategies to complete everything. I brought this attitude back to college for my Mechanical Engineering degree, pre-emptively seeking additional resources outside the class to better support my learning. There were also more than a few occasions where I would seek out further dialogue with my manager at the campus career center to discuss any ideas or seek advice.

Throughout my time earning my engineering degree and my previous marketing career, I have sought to adapt and solve any problems I encountered through creative thinking and a willingness towards collaboration. I look forward to discussing how my design thinking can be used for your engineering projects in the same way I brought engineering thinking to my marketing projects.

Sincerely,

Jacob Scott

Jacob Scott

Enclosure

SAMPLE 21 – THANK YOU LETTER

Jonathan Gonzales
555-867-5309 | jgonzales@gmail.com | Fort Worth, Texas 76006

December 12, 2020

Markus Smith
(Company Inc)
385 SW Road,
Lawrence, Kanas 66045

Dear Markus Smith,

It was a pleasure to meet with you yesterday. I enjoyed learning more about (Company Inc), and I appreciate you taking the time to meet with me. This meeting has increased my excitement about the opportunities offered at (Company Inc), and I look forward to hearing from you regarding the (Job Position).

As we discussed, I believe my skill and experience in (Skill) and (Skill) make me an excellent fit for the position and an asset to (Company Inc). Per your suggestion, I will contact your office next week to check my status in the hiring process.

Thank you for your consideration,

Jonathan Gonzales

Jonathan Gonzales

SAMPLE 22 – ACCEPTING A JOB OFFER LETTER

Bao Arwood

(972) 883-0000
arwood_bao@gmail.com
Richardson, TX 75080
linkedin.com/in/bao.arwood

June 4, 2021

Christina Marquez
HR Manager and Recruiter
Community Water Center
900 W Oak Ave
Visalia, CA 93291

Dear Christina Marquez,

After receiving the job offer last week, I am ecstatic to accept the position of Community Solutions Advocacy Manager with the agreed upon starting salary of \$55,000 per year. I have immensely enjoyed communicating with you throughout this interview process and I look forward to collaborating with Daisy Gonzales on water conservation efforts beginning on June 21, 2021.

In the meantime, if there is anything else you require from me, I can be reached at (972) 883-0000. Thank you for the opportunity and I look forward to contributing to the success of Community Water Center's mission to keep the water of Visalia clean and protected!

Sincerely,

Bao Arwood

Bao Arwood

SAMPLE 23 – DECLINING A JOB OFFER LETTER

Hannah Boone

Richardson, TX 75080

Hannah.boone@gmail.com

214.555.5555

December 5, 2020

Ana Medina

Administrative Director

LUXURGERY

880 5th Avenue

New York, NY 10021

Dear Ana Medina,

Thank you for the generous offer. I sincerely enjoyed learning about your company and the practice of cosmetic surgery over the course of our correspondence. After careful consideration of my personal circumstances, however, I must respectfully decline the opportunity to join your team.

Again, thank you for the incredible opportunity and I wish you all the best on your search for the right candidate!

Sincerely,

Hannah Boone

Hannah Boone

SAMPLE 24 – NEGOTIATING A JOB OFFER LETTER

Kabir Singh

555.555.5555 – Kabir.singh@utdallas.edu
Dallas, TX 75230 – linkedin.com/in/kabir-singh17

December 16, 2020

Gayle Brown

Production Coordinator
Temper Group
501 William Burr Rd.
Teaneck, NJ 07662

Dear Gayle Brown,

Thank you for your time and consideration throughout this hiring process. I enjoyed discussing Temper's Marketing Assistant position with you, and I am very pleased to hear you have decided to offer the role to me.

The offered salary of \$32,000 from your letter was a little lower than I expected from my research. The information I found put the entry level for this position at an agency your size in New Jersey around \$41,000 a year. *–include market value statements and include applicant's experience/skill sets/education, etc.*

Is there room for a salary negotiation?

Sincerely,

Kabir Singh

Kabir Singh

SAMPLE 25 – REPLYING TO A JOB REJECTION LETTER

Max Williams
Richardson, TX 75080
214.555.5555
Maxwilliams1400@gmail.com

May 25, 2021

Charles Ahn
Senior
Manager
The Dallas Morning News
1954 Commerce Street
Dallas, TX 75201

Dear Charles Ahn,

I would like to thank you once again for the opportunity to interview for the Editorial Intern position with The Dallas Morning News. While I am disappointed that I was not chosen for the position, I greatly enjoyed meeting with you and learning more about the values and principles of your paper.

I continue to be interested in joining your organization and would appreciate if you would keep me in mind for future openings.

Thank you once again for your consideration.

Sincerely,

Max Williams

Max Williams

SAMPLE 26 – INFORMATIONAL INTERVIEW/ NETWORKING LETTER

Amir Ghorbani

Dallas, TX 75230

(555) 555-5555

amir.ghorbani@gmail.com

April 4, 2021

Dear Ms. Young,

Judy Chu, who worked with you on several recent promotional projects, gave me your name and suggested that I set up an informational interview with you. Judy and I worked closely together in Digital Marketing at McCann-Erickson USA and they assisted me in obtaining my current Brand Positioning role in the Communications department at Wunderman Thompson. They felt that I would benefit from your extensive industry experience.

I am interested in joining a company where I can contribute my strong skills, education, and experience in Marketing and Market Research. My key qualifications include:

- A Master of Business Administration with a concentration in Marketing from The University of Texas at Dallas, graduating in December 2020
- On-the-job experience with Wunderman Thompson, McCann-Erickson USA, and Forrester Research
- Familiarity with all areas of print and digital marketing, market research, and brand management
- Fluency in English, Farsi, and Arabic

I would greatly appreciate any advice or referrals you might be able to provide. I recently connected with you on LinkedIn, but I wanted to reach out to you to find an available time that we could meet. I can be reached at (555) 555-5555 or amir.ghorbani@gmail.com. I look forward to hearing from you soon.

Thank you for your consideration,

Amir Ghorbani

Amir Ghorbani

Attachment