

## SAMPLE COVER LETTER 1

999 Main Street  
Collegeville, PA 19426  
April 20, XXXX

Mr. Michael Smith  
The Communications Group  
111 Smith Road  
Anytown, PA 19111

Dear Mr. Smith,

In response to the position for a Public Relations Assistant listed on Ursinus College's UC CareerNet, I have enclosed my resume for your review and consideration. I am confident that I have the skills and experience required for this position, and I would be interested in discussing them with you in more detail.

My internship as a Marketing Assistant for Global Networks, Inc. allowed me to successfully advertise and promote over 20 major events attended by more than 22,000 participants. In this position I gained experience in writing news releases and promotional materials, and I assisted with the design and development of public relations campaigns.

In addition to my experience in the field, through my coursework I have developed clear concise writing skills along with the ability to conduct research and to design engaging presentations using a variety of technology and media. I consider myself to be creative and enthusiastic with excellent communication skills. In addition, I enjoy interacting with diverse groups of people and collaborating on projects.

I would welcome the chance to meet with you to discuss the position and my qualifications. I can be reached by phone at (610) 555-1234 or by email at [pacollins@ursinus.edu](mailto:pacollins@ursinus.edu) to provide you with more information or to schedule an interview. Thank you for your consideration.

Sincerely,

Paul Collins

Enclosure

## SAMPLE COVER LETTER 2

370 West Main Street  
Ursinus College  
Anywhere, PA 19000

October 16, XXXX

Karen Jones  
Goldrich Company  
Equities & Investment Management Division  
10 New York Plaza, 20th Floor  
New York, NY 10001

Dear Ms. Jones,

I am a senior Business & Economics major at Ursinus College, and I am writing to express my interest in the analyst position that was posted through the Career Services Office. For several years I have been interested in pursuing a career in business, specifically working in Investment Management and Consulting. To me, there is nothing more exciting than working in a dynamic team environment where you are constantly analyzing financial issues for clients.

I believe that my education, skills, and experiences prepare me for work as an analyst and will allow me to excel in the business world. In addition, my work as a research analyst for the New York Economics Foundation this past summer provided me the opportunity to experience the work of an analyst and develop skills in the field. As a summer analyst I conducted extensive research on over 400 successful companies in the New York City area, analyzed the data set and, based on my findings, made recommendations for developing companies in the region. This invaluable experience at the Economics Foundation allowed me to develop a solid understanding of management consulting and confirmed my decision to enter the field.

I am aware of the commitment of time and energy required to be successful in this field and believe that my record at Ursinus is evidence of my ability to manage a demanding schedule. As a student I have balanced the demands of a rigorous course load while contributing to the college through extracurricular activities, including my role as a vital member of the field hockey team. My participation on the team has given me great confidence in my ability to effectively work with peers in a team setting and to manage my time effectively. I am confident that I will be able to transfer this experience to the business world and succeed in this challenging environment.

Thank you for considering me for the Equities and Investment Management Division at Goldrich Company. I am very excited about the possibility of having the opportunity to discuss with you my interest in, and my qualification for the analyst position with Goldrich Company. I look forward to hearing from you.

Sincerely,

Jill Smith

Enclosure

### SAMPLE COVER LETTER 3

601 East Main Street  
Collegeville, PA 19426  
September 19, XXXX

Erin Smith  
English Department Chair  
St. John's Academy  
One Main Street  
Anytown, MA 09999

Dear Ms. Smith:

I am a senior English major at Ursinus College in Collegeville, PA, and I am applying for a position to teach English and Literature in St. John's Internship Program. I learned about this exciting opportunity through the Ursinus Career Services Office. I plan to pursue a career in education and believe that this teaching opportunity will prove to be invaluable.

Education has been a top priority in my life. As a high school student I attended St. Peter's Academy, a private high school in New Jersey, and while there I developed a passion for literature and learning. I believe that teachers who are enthusiastic and love the subject they teach have the power to inspire students to learn. When I found myself looking forward to reading assignments and classroom discussions, I realized my high school teachers had done just that. They were excellent mentors and a true inspiration for me to pursue teaching as a career.

Through various experiences at Ursinus I have had the opportunity to share my enthusiasm for literature and learning and to develop my teaching skills. For example, as a grade-school tutor for the local America Reads Program I worked one-on-one and in group settings with students to help them develop reading and writing skills. More importantly, through this work I had the chance to instill in them a true appreciation for literature. This internship at St. John's Academy seems a perfect way for me to continue this work while allowing me the chance to develop my skills in the classroom.

I am confident that St. John's Academy and its students would benefit from my skills, knowledge of literature, and passion for the subject. I would welcome the opportunity to interview with you to further discuss the program and my qualifications. I can be reached at (610) 426-5555 or email at [jadoc@ursinus.edu](mailto:jadoc@ursinus.edu). I look forward to hearing from you.

Thank you for your time and consideration.

Sincerely,

Jane A. Doe

Enclosure