



COVER LETTER TIPS

Do cover letters matter? Yes! A great cover letter give you an advantage, yet job seekers treat them as an afterthought to the resume. To make sure yours is amazing, follow this simple template.

FULL NAME

City, State | Contact No. | Email

www.linkedin.com/in/your-linkedin-profile

Date

Contact Name/Title (if you know it)

Company Name

Address

City, ST. 94XXX

To Whom It May Concern:

Opening Paragraph – State the position you are applying for and how you found out about it. If you were referred, include who referred you. Briefly explain why you think you’re the best candidate for the position based on your skills and experiences you have to offer.

Middle Paragraph – This section you should describe how your previous job experiences, skills and abilities will offer you as an asset to their team. You can adopt language from the job description and weave them into your skills. Include how you plan to assist with supporting the company’s mission statement and moving their goals forward.

Last Paragraph – Let them know you have enclosed or attached your resume for their review and if there is any other information they need you would gladly submit it. Emphasize that you look forward to discussing your background further and thank them in advance for their consideration.

Sincerely,

You Name



SAMPLE COVER LETTER

Imas Tudent

Fremont, CA | 510.123.4567 | email@ohlone.edu

www.linkedin.com/in/your-linkedin-profile

6/1/2018

Reny Gade
XYZ Company
123 Main Street
Newark, CA 94560

Dear Mr. Reny Gade,

I am writing to express my strong interest in your Accounting Internship position at XYZ Company that I recently noticed posted on Glassdoor.com. Through my research of your organization, it is apparent that you are a growing and exciting company that I would love to learn from and be a part of through your internship program. As a passionate and committed individual, I believe my shared education and skills will allow me to be a great asset to the program.

Throughout my time at Ohlone Community College pursuing my Associate Degree in Business Administration with a concentration in Accounting, I have been given the opportunity to put my technical and leadership skills into practice through the many group projects we were required to complete each semester. This past semester I lead a team of 5 classmates to complete a SWOT report on Instagram financial statements. After analyzing various aspects of the report, I was able to develop new strategies to expand new markets and increase revenue growth for Instagram.

Outside the classroom, I am an active member of The Business Club on campus. I currently hold the role of Vice President and am helping my club develop and plan a workshop series for aspiring accountants. This experience has really allowed me to hone my leadership, communication, and organizational skills.

Through my strong communication, technical, and leadership skills, I would be able to contribute to the success of your internship program and ultimately your company. I have enclosed my resume and cover letter for your review. I look forward to discussing my background further with you. Thank you, in advance, for your consideration.

Sincerely,

Your Name