SAMPLE COVER LETTER

STELLA SMITH
stelln_smirh@gmail.com
12 3 Hire Street| Tuscaloosa, AL 35405
(205) 348-5848

September 21, 2017

Mr. Henry Harper
Human Resources Manager
Sunrise Healthcare
P.O. Box 1011
Tampa, FL 55555

Dear Mr. Harper:

I am writing to express my interest in the position of marketing coordinator with Sunrise Healthcare posted in The University of Alabama recruiting database, CrimsonCareers. As a health studies major with experience coordinating successful promotional campaigns, I have developed qualifications directly related to your needs.

The programs you are developing for community screenings are of great interest to me and I would like to contribute my skills in assessment and strategic planning to the growth of these efforts. In my current position with Community Service Programs of West Alabama, I evaluate and promote supportive services including Meals on Wheels and Project SHARE. As the demand for services increases, I am challenged with implementing effective recruitment strategies while being fiscally responsible. Based on data collected, I designed a social media campaign resulting in a 45% increase in active volunteers.

Handling these responsibilities successfully while being a full-time college student requires the ability to manage time and priorities while also being flexible. Working well with people from diverse backgrounds and communities comes naturally to me, and I establish positive relationships with key partners. In all responsibilities. I hold myself accountable, knowing that my role as an individual affects services provided to others.

The experiences and examples of initiative highlighted on my resume show my commitment to improving services to the community and individual clients. With skills that match those you require, I am confident that I can offer immediate assistance with your programs and marketing operations. Next week, I will contact you to discuss the possibility of meeting. In the meantime, you may reach me at 205-348-5848 or by e-mail at srclla_smith@'gmail.com. Thank you for your time and consideration.

Sincerely,

Stella Smith

SAMPLE COVER LETTER

123 Sample Way
Sample, ST 12345
(216) 333-3333
sample@gamil.com

Your information

September 20, 2017

Ms. Ellie Wells Senior
Manager Wallaby Yogurt
Company 110 Mezzetta
Court American Canyon,
CA 94503

Dear Ms. Wells:

I am a senior at Harvard University and am writing to apply for the Manager in Training opportunity at the Wallaby Yogurt Company posted on Harvard's Crimson Careers database. I am very interested in the field of marketing and would welcome the opportunity to contribute my research and writing skills and experience to your growing business.

I am excited about Wallaby's commitment to organic, all-natural ingredients in its products. As a varsity field hockey player, I am very aware of the importance of healthy food as the foundation for a healthy life. Your emphasis on "learning by doing and leading by serving" is also consistent with the training I received as an athlete. Whether on the field learning new drills in the worst weather conditions or patiently working with a new team member, I am most fulfilled when contributing to the team effort.

In addition to my concentration in History, I have completed coursework in Economics. My academic work has strengthened my research and writing skills as well as my understanding of the economics of business growth and development. Working with Harvard Undergraduate Women in Business (WIB) over the last two years gave me the experience and confidence to work in a dynamic, fast-paced organization where learning quickly and pitching in are instrumental to success. As a member of the Executive Committee, for example, I managed campus advertising campaigns that increased overall membership and attracted more than 500 students from 12 different schools to our annual Intercollegiate Fall Conference.

Thank you for your consideration. I very much look forward to the opportunity to speak with you in person about my interest in this position.

Sincerely,

Your name