

Sample Cover Letter

123 Apple Street
Ashland, VA 23005
(804) 752-5555

June 24, 2005

Name
Title
Name of Company/Organization
Address
City/State/Zip Code

Dear Mr./Ms. or Sir/Madam:

Enclosed please find my application materials for a teaching position in the Brockport District. In May I will complete my B.A. in English from Randolph-Macon College. I had the opportunity to complete student teaching in your district, and in particular truly appreciated the professionalism and caring attitude of the teachers and staff.

During student teaching and my field experience, I worked with students at the elementary, middle, and high school levels. This included providing individual, small group and whole class instruction to students with learning disabilities, emotional disturbances, and multiple disabilities. I value individuality, and strive to meet the needs of each student. To accomplish this, I use a variety of hands-on activities and different teaching strategies to accommodate diverse learning styles. I also recognize the importance of trust, and successfully established relationships with students that resulted in a safe and comfortable, yet challenging, learning environment.

In addition, for the last four years I have worked with youth, ages 6-16, in a local summer recreation program. I gained valuable group management skills and developed positive relationships with the youth in this program.

I would appreciate an opportunity to meet with you, and can be reached at (804) 752-5555. Thank you for your consideration.

Sincerely,
Your signature here
Your Name Here

Sample Cover Letter

123 Apple Street
Ashland, VA 23005
(804) 752-5555

June 24, 2005

Name
Title
Name of Company/Organization
Address
City/State/Zip Code

Dear Mr./Ms. or Sir/Madam:

My previous work experience, leadership roles and my status as a third year Randolph-Macon College student studying psychology, make me an ideal candidate for a summer internship with Florida Studios. Your company has an excellent reputation for customer satisfaction, and I know that the combination of my experience, education, and motivation to excel will make me an asset to your marketing department.

My experience in sales and customer service, combined with my courses in psychology, has convinced me that hospitality marketing is a career option that would suit me well. In my position with Drake Productions last year, I was recognized as the top sales associate in their summer program. I am sure that I can put this same skill to use for you, and yet continue to improve upon it as I learn from some of the top marketing executives in the business.

I look forward to contacting you within a week to talk about the possibility of an interview. Should you have any questions before that time, you may reach me via phone (804-752-5555) or via email (student@rmc.edu).

Thank you for your time and consideration.

Sincerely,
Your signature here
Your Name Here