

COVER LETTER SAMPLE

123 Elm Street
College Park, MD 20740

April 1, 20XX

Nicole Thomas
Director, Quality Control
Merck & Company, Inc.
410 Georgia Avenue, NW
Washington, DC 20001

Dear Ms. Thomas:

At the University of Maryland Fall Career Fair, I had the opportunity to speak with a recruiter and learn about the entry-level Quality Control position available with Merck & Company, Inc. I will graduate in May with a Bachelor of Science in Mathematics, specializing in Statistics. My interest in corporate production and plant management has prompted me to contact you about this opportunity.

As you can see from my resume, my production internship with Kraft Foods last summer included valuable experience in both quality control and operations management. I have taken many related courses which I'm certain will provide a strong theoretical foundation for employment in this area. These courses include Applied Research Methods, Business Statistics, Collective Bargaining and Operations Management. I am also active in many business-related campus activities. My self-motivation and independent work ethic, along with my aptitude for statistics, make me a strong candidate for this position.

I am eager to meet with you to further discuss this exciting opportunity. I look forward to hearing from you regarding next steps in the process. Thank you for your time and consideration.

Sincerely,

Jason Vincent
JVIN28@umd.edu
240-222-2226

COVER LETTER TEMPLATE

Your Address
City, State ZIP Code

(space two lines)

Date

(space two lines)

Contact Person Name
Job Title
Organization Name
Street Address
City, State ZIP Code

(space two lines)

Dear _____:

(space two lines)

First Paragraph

- Be enthusiastic and indicate your reason for writing (i.e., the specific position, type of work).
- Tell how you learned of the opening. (If referred by someone—professor, relative, former employer, etc.—it is a good idea to mention that person’s name and that s/he suggested you write.)

Second Paragraph

- State reason(s) for your interest in the position and/or the organization.
- If you recently graduated, explain how your academic background makes you qualified for the position.
- If you have related experience, point out specific achievements or unique qualifications. **DO NOT REPEAT THE SAME INFORMATION FOUND IN THE RESUME.** This is a good place to mention **ADDITIONAL** information not stated in your resume. Tell them why you are particularly interested in their organization.
- Say something about their website or something you have seen in a publication by the organization.

Third Paragraph

- Refer to the enclosed resume, which summarizes your qualifications, training and experience.

Final Paragraph

- Indicate your desire for a personal interview to further discuss how your background and interests align with the needs of the organization. Recognizing that the reader will be receiving more than just your resume, assume the responsibility for the next step—“I will call your office next week to see if a mutually convenient time can be arranged.” (And then do it!)
- In the interim, restate your contact information (telephone number(s) and e-mail address(es) and your accessibility to provide any further supportive information (e.g., references, portfolio, writing samples, etc.). Thank the reader for their time and consideration of your qualifications.

(space two lines)

Sincerely, (This is the closing.)

(space three lines – place written signature here after printing out the letter.)

Jason Vincent (Name of person writing letter typed here)
JVIN28@umd.edu 240-222-222 (E-mail and/or phone number here)