



Cover Letter Samples

Sample
Cover Letter

Isabella Dean

PROFESSIONAL TITLE

033-222-5555 | isbelladeanandcompany@gmail.com | Notre Dame, In, | LinkedIn.com/isbelladean

03/05/2023

International Wholesale Co.

Notre Dame, IN

Dear HR Manager/Company Team,

Introduction - Write a convincing cover letter by answering the following questions: What job are you applying for? How have you heard about it? (If it is relevant, like a company's employer, manager, business partner)

Body - What are your main skills and experiences that perfectly match the position you're applying for? Why are you interested in this job? Why are you the best candidate? (Here you have the chance to prove how you acquired those skills. Provide specific examples that demonstrate your abilities.)

Closing - What do you usually do when somebody takes time to listen to what you have to say? Thank them for taking the time to read your cover letter. What would you like to happen next? (Start your collaboration/start working on that position/be part of the company)

Best Regards,

Isabella Dean

Sample
Cover Letter

Isabella Dean

Notre Dame, IN 46540 | (555) 555-5555 | isabelladeanandcompany@gmail.com

January 27, 2023

Notre Dame University College
308 University Drive
Notre Dame, IN, 46540

Dear Dean Michell Hanes PhD.,

I am a motivated professional with educational proficiency and extensive experience teaching experience. Recently, I learned of Notre Dame University's opening for an English Teacher role and I was compelled to contact you with my interest. I believe that my professional background and industrialists drive make me an ideal candidate for this opportunity.

As a person who thrives in high pressure and fast paced situations, I strive for positive results through the application of my customized teaching abilities and editing skills. Additionally, I possess expertise in lesson plan implementation and an aptitude for optimizing performance and motivating students. In any position, I am able to visualize success and identify innovative and effective strategies for achieving it.

As you review my Resume, you may notice a brief gap in my work experience. I resigned from my previous position to relocate across the country to accommodate a new career opportunity. While managing the logistics of my move, I studied industry news, trends, and took the required certification tests and tracked current events to keep my knowledge up to date. I am now settled and prepared to take the next steps in my career.

For a greater illustration of my background and qualifications, please review my enclosed Resume. I am eager to speak with you about this opportunity and thoroughly appreciate your consideration.

Sincerely,

Isabella Dean

Isabella Dean

308 Runaway Bay, Notre Dame, IN 46540
(555) 555-5555
isabelladeanandcompany@gmail.com

Sample
Cover Letter

February 27, 2023

Christina Ferrell
The Lamp Shop
2293 Sunny Glen Lane
Indianapolis, IN 46632
(555) 555-5555
Christina@thelampshop.com

RE: Open Regional Sales Associate Position

Dear Mrs. Ferrell

If you are seeking to hire a successful and proven Regional Sales Associate who can step in and immediately contribute to The Lamp Shop, look no further.

If you take a moment to review my Resume, you will see that I've successfully progressed in my career, advancing to challenging positions in the Retail Field. My background includes being a Sales Associate at Mart Corp. which has allowed me to master the people skills that are crucial for the job.

In my most recent position, I had the opportunity to develop the skills and experience necessary to succeed in your Sales Associate role at The Lamp Shop. I am dedicated to working hard and collaborating with the team to accomplish The Lamp Shop's goals.

I am available to talk by phone or meet in-person at your earliest convenience.

Best Regards,

Isabella Dean