



COVER LETTER SAMPLE TEXT

NOTE: It is VERY IMPORTANT that you use your OWN words. It is very easy for employers to recognize a canned cover letter; these statements are examples, but you should always create your own original text for every single position to which you apply.

Here are a few tips for creating original statements:

A cover letter serves as a tool to introduce yourself to an employer, as well as a way for you to introduce how your qualifications meet their business needs. As a result, each cover letter you write should be customized to detail how your experience matches with this unique role.

Conduct research on both the company and the position being posted, so you can tailor your text to align with the company's mission, vision, goals, values, and job specific terminology.

SAMPLE BODY PARAGRAPHS

Coursework: As an accounting major at Western New England University, I have demonstrated strong academic diligence in all of my accounting coursework, as demonstrated by a major GPA of 3.5. I've selected coursework that has allowed me to customize my education to be one that demonstrates a solid foundation in accounting tools and methodologies, including preparing financial statements, budgeting, performance evaluation, and asset management. Between my coursework and my projects, I have established a capacity to learn new systems quickly and have developed competencies in all aspects of accounting.

Research: During the spring semester of my junior year, I had the opportunity to work alongside Dr. Wayne at Western New England University as a research assistant. In this position, I was responsible for executing trials examining the effects of dietary antigens on the development of food allergies in a mouse model. In this role, we used a combination of in vitro and in vivo molecular/cellular and immunological approaches. As a part of the trials, I was responsible for utilizing benchwork laboratory techniques, electrophoresis, documenting results in Excel spreadsheets, and analyzing data using SPSS. Our research had promising results in mice test subjects, and supported further research in food allergies in humans as well. Through these trials, I gained experience in research data analysis and managing a laboratory.

Internship: Last year, I worked alongside a team of interns on the political campaign of state senator Thomas Anderson. In this role, I was responsible for organizing voter events directed at college youth, which involved scheduling spaces, planning for staffing, creating promotions directed at college students, and executing events. I also was responsible for engaging supporters and voters through phone-bank calls, where I would inform people about Senator Anderson's policies and ideas. Developing the skills to manage complex event mechanics, as well as campaigning for a cause in which I believed, have reinforced my desire to work in the political field.

Summer Job: Over the last three years I worked as a waitress at Cathy's in Springfield, Massachusetts. After six months, I was recognized for my organizational skills by being promoted to Schedule Coordinator. I was responsible for creating schedules for the 25 hourly employees, tracking employees' time-off requests, and ensuring staffing needs were met. This required me to be ready to adapt to changes at a moment's notice, and helped enhance my communications skills by managing the expectations of my coworkers as to the policies and procedures for shift requests. I was also diligent in executing first-