

## **Sample Cover Letter 1**

**[Recipient Name]**

**[Title]**

**[Company Name]**

**[Address]**

**[Date]**

To whom it may concern/Dear [Recipient name],

I am writing to express my strong interest in the position of [position advertised] advertised on your company's website. I believe that my educational background in [degree] strongly aligns with this position's requirements. After working in the technical field and developing analytical skills, I am ready to convey the experience I acquired into [this position].

I graduated from the American University of Beirut with a degree in [degree] with a [mention if it is high] GPA. In the pursuit of my degree, I was exposed to the field of [field relevant to the company's field].

During my undergraduate years, I studied fields related to [elaborate on other relevant fields]. I started my professional career as [position held] at [previous company]. During the time I spent there, I developed my [skills acquired from the job] skills through [how?]. Then I moved to [company] and got an in depth insight into [other field].

I am a highly motivated individual, I practiced many extracurricular and volunteering activities during my years at AUB. I believe I can offer my skills along with [specific experience or skill] to benefit [company] and my career at the same time. [elaborate on a topic relating to the job posting or on skills relevant].

In addition to this, [Focus on more soft skills you might have which relate to the job].

Thank you for taking the time to read my cover letter, and I hope that I get the chance to show you that I deserve to be a part of [company].

I have enclosed my resume for your review. I appreciate your time and consideration, and I will be looking forward for an interview.

Sincerely,

[Name]

**[Your Name]**

**[Address]**

## **Sample Cover Letter 2 (For Research)**

**[Recipient Name]**

**[Title]**

**[Company Name]**

**[Address]**

**[Date]**

To whom it may concern/Dear [Recipient name],

I am writing to express my strong interest in applying to this research position. I believe that my background along with my research experience will enable me to thrive and succeed in this job function. I graduated from the American University of Beirut with a GPA of [mention if it is high] and for my final year project, I worked on [FYP].

I did my internship at [University] where I was working on a research project in the [topic/field] track.

I also worked on a research project [talk about any research experience you have]

In addition to that, I am [discuss other skills that you have that are needed for research].  
[talk about extracurricular activities]

[what the experience will bring you and what you will bring to the organization]

Thank you for taking the time to read my cover letter, and I hope that I get the chance to show you that I deserve to be a part of your prestigious firm. I appreciate your time and consideration, and I will be looking forward for an interview.

Respectfully yours,

[Name]

**[Your Name]**

**[Address]**

### **Sample Cover Letter 3**

To whom it may concern,

I am a graduate of the American University of Beirut and hold a Bachelor Degree in Business Administration. At present, I am seeking a challenging position in your reputable institution that meets my qualifications and expectations.

I would like to be part of your esteemed organization where I can put in use my strong education and experience which I have gathered along the years. I am hoping for a challenging position which will grant me the chance to reveal my potential and allow me to contribute innovatively and successfully in this friendly working environment.

Throughout my academic and professional experiences, I have learned to become responsible, self-motivated, decision maker, team player and punctual in my schedule. Furthermore, as highlighted by my colleagues, mentors, and co-workers, working as part of a team enhanced my leadership skills and enabled me to work under pressure with utmost motivation and professionalism. As a result, I feel that working for your company will grant me my goal, and in return I will be able to prove my indispensability to the institution.

Finally, to discuss further your job requirements and my qualifications, I am available anytime, at your convenience, for a meeting. In light of the above, please find attached my resume. Should any references or any further information be required, please do not hesitate to contact me at the email and phone number below.

Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

**Full Name**

**[e-mail](#)**

**+Phone number**



**Maroun Semaan Faculty of  
Engineering and Architecture**