

Sample Cover Letters

Sample **Hard Copy** Cover Letter

Jane Doe
200 Bloomfield Ave., box #123
West Hartford, CT 06117
J.doe@hartford.edu
860.768.0000

Mr. Tyto Findaname
Boston Scientific
One Boston Scientific Place
Natick, MA 01760

Dear Mr. Findaname:

I am writing to apply for the position as an R&D Engineer posted on the Boston Scientific Careers website. As a senior in the Bio-medical Engineering program at the University of Hartford, I am interested in becoming involved with a company that develops medical devices for a variety of tasks and environments. I feel that my professional background and educational training have prepared me to be a valuable asset to Boston Scientific.

Due to completing several internships that have allowed me to develop the ability to analyze data, identify basic problematic issues, and create solutions. During my internship at Hartford Hospital, I had the opportunity to integrate many different medical devices into the hospital network. Learning to communicate with the technical staff of the hospital and the medical staff is a skill that will no doubt be valuable to your operations at Boston Scientific. In addition, during a design project at the University, I had the opportunity to assist in the design and implementation of a lift that would assist hospitals to move individuals and equipment into and out of a rehabilitation pool.

I would be happy to further discuss my qualifications for the position during an interview. If any additional information is needed, please feel free to contact me. Attached you will find my resumes instructed by the job posting. Thank you for taking the time to review my application and I look forward to hearing back from you soon.

Sincerely,

Jane Doe

Sample **Email** Cover Letter

To: sjones@companyxyz.com

Subject: Accounting Assistant Internship, Job Ref # 157BT

Dear Ms. Jones:

I am extremely interested in the Accounting Assistant internship that was posted on the University of Hartford's CareerBridge job posting system. Currently, I am a junior majoring in accounting and I am seeking a fall internship. CompanyXYZ has an outstanding reputation for providing quality customer service and upholding high ethical standards within the accounting field. I would very much like to join your team.

My course work includes financial and managerial accounting, finance, and business law. Currently, I am enrolled in Financial Reporting Theory and Cost Management. My work experience includes working at Macy's in which I provide excellent customer service and operate a cash register to accurately process cash and credit transactions. I work approximately 25 hours per week while attending school full-time and maintain a 3.4 GPA. My leadership activities include being a member of the Accounting Society and actively participating in fundraising for Relay-for-Life on campus. Due to my work and extracurricular activities, I have developed excellent time management, organizational and interpersonal skills that I am eager to bring to CompanyXYZ. Finally, I enjoy utilizing technology and am proficient in Microsoft Word, Excel, PowerPoint and have a basic knowledge of Quickbooks.

Attached is a copy of my resume for your review. I welcome the opportunity to meet with you to discuss how my skills and enthusiasm may meet your needs. Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

Joseph R. Miles