

Your Name
Street Address
City, State Zip Code
Phone Number

Date

Individual's Name
Job Title
Name of Organization
Street Address
City, State Zip Code

Dear Mr./Ms. _____:

First Paragraph: State the reason for writing. Name the specific position or type of work for which you're applying. Mention how you learned of the opening. Mention a mutual contact or friend working there if applicable.

Second Paragraph: Explain why you're interested in working for this employer and specify relevant coursework or work experience to this position. Don't repeat the information on your resume. Include something special or unique about yourself that will benefit the employer. Remember, the reader will consider this an example of your writing skills.

Third Paragraph: Mention that your resume is enclosed and indicate your desire to meet with the employer. Include contact information. Include a statement or question that will encourage the reader to respond. Be sure to communicate your plan to follow up. Finally, thank the employer for his/her consideration.

Sincerely,

Your name

Dear Hiring Manager:

Your posting on LinkedIn for a Sales and Marketing Coordinator recently caught my eye, and I think you will find I am an exceptional candidate for this position.

I am an accomplished administrative professional and a junior in the Marketing & Management program at Riverrun University. Over the past ten years, I have provided high-level support in a variety of industries and across multiple functional areas. I am now seeking a position that will make the most of my administrative experience while offering additional opportunities for personal and professional development.

In exchange, I offer exceptional attention to detail, highly developed communication skills, and a talent for managing complex projects with a demonstrated ability to prioritize and multitask.

My accomplishments and qualifications are further detailed in the attached resume. I welcome the opportunity to meet with you and discuss the value that I can bring to your organization.

Warmest regards,

Catelyn Stark

Dear Hiring Manager:

It is with great enthusiasm that I submit my application for the position of Sales Coordinator for the Westeros Castle Project. As an administrative professional with over ten years' experience, I know my diverse skills and qualifications will make me an asset to the Westeros project team.

As you will see from the attached resume, I've built my career in a variety of roles and industries, mostly in small companies where I was not just the admin but also gatekeeper, technology whiz, bookkeeper and marketing guru. I'm not only used to wearing many hats, I sincerely enjoy it; I thrive in an environment where no two work days are exactly the same.

In addition to being flexible and responsive, I'm also a fanatic for details – particularly when it comes to presentation. One of my recent projects involved coordinating a 200-page grant proposal: I proofed and edited the narratives provided by the division head, formatted spreadsheets, and generally made sure every line was letter-perfect and that the entire finished product conformed to the specific guidelines of the RFP. (The result? A five-year, \$1.5 million grant award.) I believe in applying this same level of attention to detail to tasks as visible as prepping the materials for a top-level meeting and as mundane as making sure the copier never runs out of paper.

Last but certainly not least, I want you to know that I'm a passionate Westeros fan and a longtime supporter of the new castle. I've been following the new castle movement since the earliest days of the original "Save the Tombs" campaign, and I am so excited to see this vision becoming a reality. I've already checked out the new castle website, and the renderings of the new throne and great hall are stunning, to say the least – I particularly love the vintage murals and art featured throughout the building. Nice touch!

In closing, I am thrilled at the possibility of being involved in the new castle almost literally from the ground up, and would love the opportunity to meet with you and discuss the value that I can bring to the Targaryen organization and the Westeros Castle Project. I appreciate your consideration and look forward to hearing from you.

Warmest regards,

Catelyn Stark

Justin Thyme
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October 2, 2009

Brooke Lasky
Global Commercial Banking/Treasury Services Bank of America
335 Madison Avenue, 5th Floor
New York, NY 10017

Dear Ms. Lasky:

Please consider my candidacy for the Global Commercial Banking/Treasury Services MBA Leadership Program with Bank of America. My conversations with Kathleen Kenslea and Harry Curtis at the information session at Boston University on September 18th reinforced my interest in the program. I am eager to be part of an organization that values passion and teamwork as functions of its core business strategy.

The Global Commercial Banking/Treasury Services MBA Leadership Program will serve as an excellent opportunity to leverage my existing strengths to support Bank of America's global business growth initiatives. My professional experience in brand strategy consulting and the arts and entertainment industry has equipped me with the unique ability to be process-driven and strategic, yet flexible and innovative. These experiences have also allowed me to establish a record of achievement through multiple leadership roles in marketing, business development and project management.

My creativity, entrepreneurial spirit and proven ability to flourish in dynamic, fast-paced environments are consistent with the qualities of leadership that can contribute to Bank of America's future success. I would very much like the opportunity to discuss how the depth and dimension of my credentials can benefit the strategic goals of your company. Please feel free to contact me for any additional information or for an interview at 617-353-2834. Thank you for your consideration.

Sincerely,

Justin Thyme