

Sample Cover Letters

22 College Street
City, State 00000

November 15, 2016

Ms. Sally Important, Store Manager
Target
19 Roadrunner Highway
Las Cruces, NM 00000

Dear Ms. Important:

I am writing at the suggestion of Mr. John Retail, store manager of Target in Duluth, Minnesota, to inquire about a summer internship with Target in Las Cruces. I had the opportunity to meet with Mr. Retail at a local job fair and we discussed opportunities at Target. I was impressed with Target's commitment to community, diversity and protecting the environment. I am particularly impressed with the programs to encourage employee growth and your leadership promotion track. I feel that your focus on a fast, fun and friendly culture would match well with my work style.

My interest in retail management started the summer of 2010 when I worked as a sales associate for Gander Mountain. I enjoyed the fast-paced work setting, provided excellent customer service and was a positive, enthusiastic member of the sales team. In my other paid positions – bartender, bank teller, residential advisor – I interacted daily with people from diverse backgrounds and developed strong interpersonal skills. Each of these confirmed my interest in pursuing an internship experience working directly with customers and products in the retail field.

Please consider my request for a personal interview to discuss further my qualifications and to learn more about this opportunity. You can contact me at (888) 777-6666 or kfrog@mspiggy.com. Thank you for your consideration. I look forward to talking with you.

Sincerely,

Kermit Frog

Enclosure

Standard business style with referral

Jane Scholastica

1200 Kenwood Avenue
Duluth, MN 55811
jscholastica@css.edu 218.555.5555

May 15, 2016

Mr. Nurse Recruiter
Nursing Recruiter
St. Jude's Hospital
000 Medical Street
Santa Ana, CA 00000

Dear Mr. Recruiter:

During my internship I was honored to care for a young man who was preparing for a major surgery. At first, having the "student nurse" status posed a challenge for me in establishing trust and rapport with the young man. With a calm, confident approach, I broke through the student nurse stereotype and developed a therapeutic nurse-patient relationship. Furthermore, I worked side-by-side with fellow nurses to care for post-surgery patients by repositioning them, changing their bed linens, and providing a soothing presence in their room.

This is only one of many experiences that reinforced my passion to work as a nurse.

I am proud of the reputation that my school has developed for the Nursing Program and am eager to apply the Benedictine values learned at St. Scholastica to a Catholic-based hospital. I believe that my desire to provide excellent nursing care along with compassion and support to all types of patients will make me an ideal candidate for a registered nurse position with St. Jude's Hospital.

I will be graduating this May with a Bachelor of Science degree in Nursing from The College of St. Scholastica in Duluth, MN. I am very confident that the experience and knowledge obtained through my nursing major, my internship and CNA positions will enable me to make immediate contributions to your hospital.

I would welcome the opportunity to interview with you and to share more about how my qualifications could contribute to the success of the patient-centered environment at St. Jude's Hospital.

Sincerely,

Jane Scholastica

Enclosure

Utilizes resume letterhead

Sample Cover Letters

1200 Kenwood Ave
Duluth, MN 55811

November 16, 2016

Mr. Dmitri Povac
Human Resources Representative
St. Luke's Hospital
915 E 1st St
Duluth, MN 55805

Dear Mr. Povac:

It is with enthusiasm that I apply for the pediatric nurse position recently advertised through the job posting site at The College of St. Scholastica. I will graduate May 2014 with a Bachelor of Science in Nursing, and am particularly drawn towards pediatric nursing. It takes a special type of person to reach children on this level, and I am confident I can fulfill this role through the open nursing opportunities with St. Luke's Pediatric Associates.

After completing a pediatrics rotation during my clinical experience right here in Duluth, I realized that the dynamic setting encouraged me to contribute to the staff on both a professional and an emotional level. I believe that my education at The College of St. Scholastica led to this comprehensive devotion, since our programs concentrate heavily on a holistic approach to treatment.

I am further thankful that I have continued to babysit regularly and to supervise youth groups over the past four years. The problem-solving skills I developed as a result have strengthened my abilities to help children through stressful situations.

Due to this familiarity with the environment, I would very much appreciate being considered for future openings in pediatrics at St. Luke's. I can be reached at (218) 555-6794 or sjenkins@css.edu; please feel free to contact me as soon as it becomes possible to schedule an interview or to complete a formal application.

Thank you for your time.

Sincerely,

Sally Jenkins

Standard business style

1200 Kenwood Ave
Duluth, MN 55811

April 4, 2016

Ms. Sophia Nguyen
Director of Human Resources
Minnesota Power
30 W Superior St
Duluth, MN 55802

Dear Ms. Nguyen:

Based on our experiences working together during the past seven months, Beth Schwartzman, Associate Director of Marketing at Minnesota Power, suggested that I pursue opportunities within your organization as I near the completion of my management degree at The College of St. Scholastica (CSS). I feel that the business awareness I've gained from Beth has made me a valuable asset to the industry, and I would like to be considered for the Account Specialist position open at Minnesota Power.

I had the advantage of participating in a research-based internship during my entire senior year at CSS, and this has given me an extensive, hands-on background in management and organization. The communication skills I have built while gathering information from businesses across the community can help me bring insight and confidence to this position.

Along with this experience, my opportunity to study abroad for a semester in Australia enriched my personal abilities as an "open-minded, outgoing and motivated individual," the very qualities that Minnesota Power is seeking in an Account Specialist. I hope to have the chance to represent Minnesota Power's values of conservation, stewardship and reliability through this position, since these ideals are closely tied to my own sense of professionalism.

I want to thank you for your time and consideration. I can be contacted through the information listed on my enclosed resume to schedule an interview for a mutually convenient time.

Sincerely,

Iván Santiago

Standard business style with referral