

Jennifer Mason

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Sample cover letter for a
student with **limited work**
experience

Department of Human Resources
City of New York
455 Main Street
New York, NY 01608

Dear Department of Human Resources,

I am writing in response to the job posting for a Library Shelving Assistant at the New York Public Library.

Currently, I am sociology major at the College of the Holy Cross. I will be graduating in the Fall of 2015. In the past, I have worked at UMass Memorial, as well as the Boys and Girls Club and as an office assistant at Holy Cross through work study. I'm willing to sort, shelve and retrieve library materials, assist in preparation of materials for public use, as well as other duties that may be given to me. I understand that the qualifications are to demonstrate a professional, positive, cooperative, team-oriented working relationship with the co-workers and public. Throughout my experiences, I have been doing exactly that. I am a part of a number of on-campus organizations where we are often planning a variety of events and working to get things accomplished by specific deadlines.

I am a hard worker who loves to learn new things. I look forward to working for the City of Worcester and hope to bring positivity to the Worcester Public Library. I have attached my resume for your review and I look forward to discussing this position with you in the future. Please do not hesitate to contact me at 347-555-1234 at your earliest convenience.

Sincerely,

Jennifer Mason

JONATHAN CASSEUS

Address: 1234 Grew Hill Ave, Worcester, MA 01608
Phone: (857) 555-4321 **Email:** jonathan@gmail.com

Sample cover letter for a student with **extensive professional experience**

August 5, 2013

City of Worcester
Office of Human Rights and Disabilities
455 Main Street, Room 109
Worcester, MA 01608

Dear Hiring Manager,

I am writing to express my desire to be accepted as an intern in the Office of Human Rights and Disabilities for the upcoming academic year with the hopes of gaining valuable experience in the field of human rights. I believe this internship will contribute to my aspirations to become an international law attorney with the ultimate goal of working in some capacity for the United Nations. With these ambitions in mind, this internship will provide me a great opportunity to further these career goals.

I am currently a Senior at The College of the Holy Cross studying Political Science and I am eager to bring the skills I have gained from different internship and leadership experiences to this specific internship. I have a profound interest in the field of Human Rights and have further developed my interest through my selection of classes at Holy Cross. While taking a Human Rights course, my eyes were opened to the fact that there are many human rights atrocities occurring throughout the world that deserve our attention. Therefore, I have taken it upon myself to dedicate my time and effort to earn a law degree to ultimately make a positive impact in the realm of human rights in our world. This past summer, I had the pleasure of being a part of the Judge Reginald C. Lindsay Fellowship at the Moakley Courthouse in Boston. I interned in the chambers of the Honorable Judge William G. Young, where I learned how the law works through the perspective of a judge. Most importantly, I was able to leave the fellowship more driven to serve people, especially those who cannot afford to be defended or helped, which is why I am interested in public interest work. I believe this internship can teach me the essential skills and help me gain the experience needed to work in the field of human rights and disabilities in my future.

In addition, in the summer of 2012 I was an intern at Ropes & Gray, LLP. At such a prestigious law firm, I was able to hone my skills in organization, strategic thinking, and time management. I was given projects by different partners at the firm to be completed at certain deadlines and I honored each deadline while taking on more than one project at a time. One project was a pro bono project where we worked with an Egyptian family to grant the rest of their family asylum in America to escape the violence in Egypt. Working directly with the family humbled my heart and allowed me to notice that there are more people in our world that need help of that nature. Moreover, I was able to use strategic thinking and organization in dividing my time up wisely on each project. I can also bring such skills as harmonious communication and the ability to balance different activities at the same time; skills I've gained through my leadership roles on campus. As a Resident Assistant for forty different first-year males, I gained the skill of being a polished communicator with people from diverse backgrounds and personalities. While Co-Chair of the Black Student Union, I was able to plan a joint Thanksgiving Dinner event with the Boys & Girls Club in Worcester. This event showed me how diverse the city of Worcester is and the strong bond between the people of the city. I do not want to graduate from Holy Cross without doing something impactful within the city of Worcester, and this internship provides a monumental opportunity for me to do so.

I am looking forward to having an internship that can aid me in achieving my long and short term goals I have set for myself. I believe that this internship can provide me with the best chance to reach such goals. Thank you for the opportunity and I anticipate hearing from you soon. Please do not hesitate to contact me at (857)-555-4321 or jonathan@gmail.com at your earliest convenience.

Sincerely,

Jonathan Casseus

YVONNE TOONG
1776 Adams Street • Boston, MA 02118
555-123-4567 • yvonne@gmail.com

Sample cover letter for a
student with **more**
academic experience than
professional

Feeley & Driscoll
200 Portland Street
Boston, MA 02114

April 4, 2014

Dear Hiring Manager:

I am writing in regards to the Summer Auditing Internship posted on your website. I think that I would be an excellent candidate for providing the highest quality service to your clients.

I am currently a junior at the College of the Holy Cross, studying Accounting. As the treasurer and secretary of residence hall's house council, I am able to maintain solid GPA while balancing academic work and extracurricular activities. I have developed strong multitasking and communication skills through the experience of serving as both the treasurer and the secretary at the same time.

I have completed accounting-related coursework such as Auditing, Financial Accounting, Intermediate Accounting I & II and Federal Income Taxation. Through taking these courses, I have developed the ability to understand and analyze financial statements as well as perform auditing procedures. During 2013, I participated in PwC's Case Competition. My group was given a company's business proposal on developing biodiesel energy and its financial statements. I worked with my team to prepare a presentation on our research and analysis that took place within two weeks. With the experience of the competition, I am able to work well both in team and independently in a fast-paced environment while also being sure to meet deadlines. Moreover, I have also acquired strong presentation and research skills.

At Feeley & Driscoll, I would be a hardworking intern who could not only accomplish each of my tasks, but accomplish them well, while learning a lot about the company.

I look forward to the opportunity to meet with you for the discussion of my qualifications. You can reach me by phone at (555-123-4567) or by email at yvonne@gmail.com. Thank you for your consideration.

Sincerely,

Yvonne Toong