

Sample Cover Letter

Your Address
City, State Zip
Phone Number
Email Address

Today's Date

Name of Contact
Contact's Title
Name of Organization
Address of Organization
City, State Zip

Dear Mr. / Ms. / Dr. (last name of contact):

(Company name) attracted my attention through an article on the company's expansion into the South American and Asian markets in a (identify where you saw the advertisement). It would be a great experience to become a valued member of your marketing and public relations team.

In (May / December) I will graduate from Winona State University with a (Degree) in (Major) and am enthusiastic about entering the communications field as an entry-level employee in the area of Public Relations and Marketing.

My academic education has provided me with a solid foundation for strong analytical and presentation skills. In addition, my community involvement and work experiences have enhanced my research, communication and interpersonal abilities. My high GPA and dedication to school, work and the community are indicative of my commitment to hard work, excellent time-management and decision-making abilities. I am confident that I have established the necessary traits for pursuing my goals in public relations and marketing.

In summary, I believe that I would be a valuable asset to the public relations and marketing team of (company name). Thank you for your consideration. I will telephone you on (date within one week) to confirm that you have received my information and to see if we can arrange a time for us to further discuss opportunities within your organization.

Sincerely,

Signature
Wazoo Warrior

Enclosure

Note to candidate: Remember, this is a sample, a place to start. Be sure to write your letter "in your voice."