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Your Street Address
City, State ZIP

Month Day, Year

Mr./Ms. First and Last Name of Employer
Title of Employer
Company/Organization
Street Address
City, State ZIP

Dear Mr./Ms. Last Name of Employer:

Your opening paragraph should state why you are writing. Name the position for which you are applying and the source where you found out about it. Give information to show your specific interest in his/her company – it is imperative that you "personalize" your letter to each organization. Name any direct referral person(s) in this paragraph.

Your middle paragraph(s) should highlight your qualifications as they relate to the specific position and organization. Refer the reader to your resume in terms of your general qualifications. Give details of your background that will show the reader why she/he should consider you as a candidate. If you have relevant experience or related education, be sure to point it out, but DO NOT simply reiterate what can already be read on your resume. Remember that many employers utilize the cover letter to judge your writing and communication skills. Think of your resume as a marketing tool with "just the facts" – no personality. Your cover letter should add a little "you" to the application. Tell them specifically why you want the position and if possible, how it "makes sense" that you are interested in such a position. Be confident but not arrogant.

In this last paragraph, you want to close by thanking them for their time and briefly restating your enthusiasm for the position. Depending on how active you want to be, you can state that you will contact the employer within a specific time to follow up with this letter or to set up a possible meeting at his/her convenience. This is comfortable for some people but not for others. Include contact information including phone number and email.

Sincerely,

Type your name

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Your Street Address
City, State ZIP

Month Day, Year

Employer's Name
Title
Company
Street Address
City, State Zip

Dear Mr./Ms. Last Name:

Your opening paragraph should briefly introduce you and your interest in the company. If you are applying to a specific position or opening, refer to it now. This paragraph should also be used to mention the names of individuals you have met or spoken with from the company, or the individual who directed you to this person. Cite other research that prompted you to write, such as a recent article on the company or positive networking interaction. The last line should give a summary statement of who you are and why you are a strong fit for the position.

Your middle paragraph(s) should consist of specific examples from your background that would be of greatest interest to the company and help to create the "notion of fit." Do not just make broad generalizations about your skill set – support your assertions with examples of how you demonstrated or developed these skills. Focus on your skills and accomplishments and how they could contribute to the company, but do not simply restate what is on your resume. Demonstrate that you know the organization and the industry.

Your closing paragraph represents your summation and should outline the key next steps, if appropriate. For example, state that you would like to discuss employment opportunities or other information with the person and that you plan of following up on a specific date. If the company has a specific position available, ask for the opportunity to interview. Thank the addressee for his or her time and consideration.

Sincerely,

Your Name

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105 E Burnside St.
Portland, OR 97206

Month Day, Year

Conservation Division
Oregon Zoo
4001 SW Canyon Road
Portland, OR 97221

Hello:

I am writing to apply for a naturalist position at the Oregon Zoo. I plan to pursue a career in zoo keeping and I believe this position would enable me to expand my skills in many of the required aspects of this profession, including acquiring greater knowledge of natural history and more experience in public speaking. As my activities and college studies indicate, I am passionate about animals and animal conservation. I have been lucky enough to take part in two internships at the Oregon Zoo and I recognize that zoos play a very important role in conservation through programs and education. I would love to promote conservation education by informing the public about the natural history of the animals at the Oregon Zoo, as well as the issues concerning them.

I am currently interning with the Marine Life at the Oregon Zoo. Through this experience, I have become very familiar with the natural and individual history of all the animals in the Marine Life collection as well as the sun bears, tigers, and the leopard. I have also been able to give formal and informal presentations about the various animals to the public. My internship also afforded me the opportunity to shadow Anne Warner to learn about zoo conservation and education.

Last summer I spent two months in Uganda teaching biology and computer classes to secondary school students. I developed my own curricula and activities and taught the classes without aid or input from the teachers. I also taught general sciences classes to primary students, and created after-school and weekend activities for boarding students to promote shared cultural experiences. I enjoy working with younger age groups, as I find it very rewarding and exciting to motivate and encourage others while serving as both a mentor and role model.

Before receiving my Bachelor of Science degree in Life Science from the University of Portland in May 20XX, I participated in the Animal Registrar internship at the Oregon Zoo, which provided me with experience in animal recordkeeping. I also completed a related research paper about the zoo's California condors. Throughout my college career, I completed numerous related courses, including conservation biology, marine biology, vertebrate biology, genetics, and environmental science.

I am an animal lover and I have a sincere interest in the care and conservation of animals. It is my goal to acquire additional experience presenting interpretive talks on the natural history and conservation of animals. I know that the naturalist position would be a truly valuable experience, and one to which I would completely commit my skills and energy. As I have demonstrated in my various related experiences, I am dedicated, hardworking, eager to learn, and I am willing to accept any tasks assigned to me, no matter what the setting.

Attached is my resume for your review. Thank you very much for your time. I look forward to hearing from you.

Sincerely,

Joan Jett

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1328 Westover Road
Portland, OR 97203

Month Day, Year

Mr. Mark Downey
Human Resource Director
BKD
1 Portland Square, Suite 3400
Portland, OR 97203

Dear Mr. Downey:

I am writing to share with you my interest in applying for the Accounting internship with BKD as recently advertised through the Career Center at the University of Portland. Not only is BKD a recognized leader in the accounting industry, but it also enjoys an impeccable reputation. BKD comes highly recommended as an outstanding organization with which to work by John Smith, a current BKD accountant and an alumnus of the University of Portland.

I am especially interested in working for BKD because of your client commitment. I have excelled in basic and intermediate level accounting courses, and feel confident in my abilities as an accountant. I gained practical work experience in the audit department of a smaller accounting firm and also worked in the accounts receivable division for an agricultural company two summers ago. In addition, as a result of my academic accomplishments and leadership, I was asked to serve as an office assistant in the Accounting Department, offering assistance in various ways to first-year accounting students. As a result of these experiences, I am certain that my accounting knowledge and experiences will benefit your firm.

Thank you for your time and consideration. I am confident that I can make a significant contribution to BKD and I look forward to the opportunity to discuss my background and qualifications with you in person. I will call you within the next 10 days to follow up on my application. In the meantime, please feel free to contact me at (260) 982-5242 or at jsmith@gmail.com if you have any questions.

Sincerely,

John Smith

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5000 N. Willamette Blvd.
Portland, OR 97203

Month Day, Year

Hillsboro School District
301 East Montgomery Ave.
Hillsboro, OR 97201

Hello:

I am writing to indicate my interest in the anticipated Special Education teaching position in the Hillsboro School District. I admire your district's commitment to providing world-class public education, and educating the whole child through your rich tradition of achievement and various community opportunities for exploration. Throughout my teaching experience, I have found that it is integral to create a safe, comfortable environment for children to learn, while also building positive, enriching experiences with both peers and adults. Attending mission-driven schools for most of my life provided me with a solid educational foundation that has carried over to my teaching and instilled in me the value of individual contributions and true collaboration in and out of the classroom. The consistent recognition that Hillsboro receives is a reflection of your district's ability to engage students, staff members and the community, and inspires me to seek a Special Education position that will enable me to contribute to this environment.

I graduated *magna cum laude* from the University of Portland with a Bachelor's Degree in Elementary and Special Education in 2004, and received a Master's Degree in Reading in 2008. I am certified to teach Elementary Education and Special Education, and I possess a Reading Specialist certification. Currently, I am an Autistic Support teacher at Richmond Elementary School in Portland, where I teach 3rd, 4th, and 5th grade students with unique special learning and behavioral needs. My classroom sizes average 9 students, and I focus on presenting an engaging and interactive environment to make learning fun as well as interesting. Additionally, I have had the opportunity to take on various leadership roles throughout my teaching career. I am the Co-Special Education Liaison at Richmond, facilitating communication between district and school administration and Special Education teachers. As a coach, I have been able to establish relationships outside of the classroom with a wide array of people, including student-athletes, parents, administrators, and other coaches, while coordinating schedules and organizing fundraisers in preparation for participation in a National Tournament.

Relying on my extensive classroom experience, I recognize the importance of accommodating diverse students who function at various levels while offering individualized support and providing a safe and caring learning environment that facilitates success. Strong partnerships and collaborative relationships with my colleagues, students, parents, and the greater community have been fundamental in all aspects of my career. I am confident that my teaching experience, combined with my educational background rooted in valuing the individual contributions of each member, makes me an excellent fit for the anticipated Special Education teaching position in Hillsboro. While I have greatly enjoyed my time in the Portland Public School District, I am eager to apply my passion for teaching to a new challenge. My experiences as a teacher and coach have instilled in me the ability to relate to students from diverse backgrounds, and have created a strong skill base on which to build a successful career in the Hillsboro School District. Thank you for your consideration and I look forward to speaking with you about my qualifications.

Sincerely,

Katie Lara
503-542-0000
Lara16@up.edu

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75 Via Limone
Portland, OR 97203

Month Day, Year

Gully T. Gumby
Specifics Manager
Fawly Systems, Inc.
Portland, OR 97206

Dear Mr. Gumby,

Your advertisement in the Fall 20XX Job Choices magazine prompted me to contact you about entry-level positions in electrical engineering at Fawly Systems, LTD. The product engineering program at your company is very appealing, as I am particularly interested in your project on digital systems. In May, I will receive a Bachelor's degree in Electrical Engineering from the University of Portland and I hope that we will have an opportunity to discuss employment possibilities before that time.

In addition to the knowledge I've obtained from my education, my experience as an assistant to a plant engineer has provided me with an excellent background in the practical aspects of electrical engineering. During my years at the University of Portland, I have taken on many additional responsibilities. As a freshman, I managed the Student Council and played varsity tennis. In my junior year, I was employed by the Student Services Office, where I demonstrated responsibility and excellent organization and teamwork skills. I hope that you will seriously consider my enclosed résumé, which provides full details of my qualifications.

Thank you for your consideration. I look forward to speaking with you and I am excited about the prospect of starting my career at Fawly Systems. I am confident that my technical abilities, combined with my strong communication and leadership skills, make me a strong candidate for an electrical engineering position at Fawly Systems, LTD. Please feel free to contact me at 503.555.4343 or name@email.com if you would like any additional information.

Sincerely,

Simon T. Brainsample

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123 Court Street
Anytown, MD 21225

Month Day, Year

Ms. Susan Brown
Nurse Recruiter
Johns Hopkins Hospital
123 Wolfe Street, Wheeler 223
Baltimore MD 21205

Dear Ms. Brown:

I am writing in response to an announcement recently posted on the Johns Hopkins Hospital employment opportunities web site for new nursing graduates. As you can see from my resume, I will graduate in May 20XX from the Johns Hopkins University School of Nursing. Due to my close affiliation with Johns Hopkins Hospital, I am very familiar with your commitment to excellence and I believe I would be an excellent fit for the new graduate program.

Through my clinical rotations, I have had the opportunity to work in several settings, including med/surg, critical care, and ER. My experiences enabled me to develop strong interpersonal and communication skills that prepare me well for the challenges of nursing. I plan to complete my leadership rotation in the critical unit at JHH on Nelson 2 in the spring and am confident that I will continue to develop as a nurse, particularly as I provide care to a diverse patient population.

In addition to my nursing skills, I have developed my exceptional leadership skills through numerous activities on campus. As the president of the JHU chapter of the National Student Nurse Association, I have planned several community service activities, including a blood drive for SON students with an 81% participation rate. Our chapter also created a program that provides infant care training to underserved mothers in the area.

I am very interested in beginning my nursing career at Johns Hopkins Hospital and believe that my skills and experience make me an excellent fit for a position in the new graduate program. I plan to follow up with you next week, and I look forward to the opportunity to discuss my qualifications in greater detail.

Sincerely,

John J. Jobseeker
503.943.7201
john@gmail.com