

A cover letter states your interest in a specific job and company. It stirs interest in the employer to read your resume. You must respond specifically to the qualifications and skills sought by the employer. Match your skills and experiences to the position.

Mary Maverick

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June 6, 2019

Joe Smith
Manager
Grand Junction Company
321 North Avenue
Grand Junction, CO 81502

Date
Employer Name
Title
Company
Employer Address

Dear Mr. Smith:

I am writing in regards to the Manager position listed with Colorado Mesa University on Handshake. In conducting research on Grand Junction Company, I was impressed by the broad range of information your publications provide, from historical and economical information to relocation guides. I am very interested in working for a company that has such an outstanding record of customer service while being in the top 5% of the nation for this field. After reading through the description of the position duties, I am positive that I possess all of the qualities you are seeking in a manager.

State the position you are applying for, how you found the position, and why you want to work for this company.

As you can see from my enclosed resume, I earned a Bachelor of Business Administration with a concentration in Management from Colorado Mesa University, with my specialty being group projects and presentations. Whether it was reciting consensus group speeches in front of a class, or delivering project updates to a professor in a mock boardroom setting, I always took the initiative on group projects to ensure the assignment was done properly and on time. Such confidence in group management naturally led to a major in management.

Discuss your experiences and skills directly related to the position – address requirements listed on the position description.

In addition to my education and work experience, I have many skills that will enable me to be an excellent addition to your management team at Grand Junction Company. I'm very conscientious with employee productivity, customer satisfaction and being detail oriented. My independence and self-motivation will be great attributes for management. I enjoy working as a team to reach the goals and needs of the company.

State your personal attributes and how they relate to the position.

I am very interested in meeting with you and learning more about this position. I am available to interview at your convenience. Please feel free to contact me via email at mmaverick@mavs.coloradomesa.edu or by phone at (970) 111-1234. Thank you for your consideration and I look forward to hearing from you.

Restate your interest in the position. Thank them for their consideration.

Sincerely,
(4 spaces & signature)
Mary Maverick

DOs

- *Tailor your letter to the specific job requirements
- *Provide new information in addition to your resume
- *Demonstrate good grammar and spelling
- *Use the same high quality bond paper as your resume
- *Have more than one person look over it
- *Keep it to one page
- *Only provide accurate, honest information