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ART AND DESIGN COVER LETTER 1



Mary Maverick

GRAPHIC DESIGNER

October 15, 2022

Mesa Media
123 Main Street
Grand Junction, CO
81501

(970) 555-5555

hire@mesamedia.com
mesamedia.com

Dear Mr. Marshall,

I am writing to apply for the Graphic Designer position with Mesa Media. I am a communications professional with a Bachelor of Arts in Graphic Design and four years of experience writing online content for various publications.

In my current position as Content Manager for Rowdy Communications, I assign and edit articles publish blog posts and other content as well as maintain the company's social media accounts. I am a very organized person with great attention for detail and am able to handle a number of responsibilities at once. I have supervisory experience and can manage remote graphic designers efficiently and with a fair hand. My communication and design skills are my greatest strength. I have been praised by past supervisors for my contributions to online content as well as my ability to keep team members on track. I would thoroughly enjoy the chance to bring these skills to the online communications team at Mesa Media as your new Graphic Designer.

I have no doubt you will find my credentials, portfolio, and references to be excellent. Please contact me at your earliest convenience if you have any questions. I look forward to meeting with you and thank you in advance for your consideration.

Best,

Mary Maverick

CONTACT

1234 University Drive
Grand Junction, CO 81501

T: (970) 555-5555

E: marymaverick@email.com

W: mmportfolio@portfolio.com

ART AND DESIGN COVER LETTER 2



Madison Maverick
Grand Junction, CO
(123) 456-7890
marymaverick@email.com

April 18, 2023

Artistic Painting Inc.
789 Grand Ave.
Grand Junction, CO 81501

Dear Hiring Manager,

I am excited to apply for the open Artist position at Artistic Painting Inc. As an Artist with over four years of experience using various forms of paint and multimedia, the idea of working for such a well-known company is exciting and inspiring. I believe this job would offer a terrific opportunity for me to further hone my artistic skills and benefit your company with my unique approach to painting projects.

I earned my bachelor's degree in multimedia and took several painting classes during my program. When the opportunity arose for me to assist in a home painting project, I knew I had found an artistic outlet I genuinely enjoyed. Since then, I have painted over two hundred houses, all of which received excellent client ratings. In fact, my work earned my previous company twenty-five referrals from previous home painting clients.

During my time working for private home painting companies, my superiors regularly commended me on my keen eye for detail and ability to use various painting mediums to complete jobs. I was one of the top painters in the company and received regular recognition for jobs completed.

Thank you for taking the time to read this cover letter and review my application. I look forward to hearing from you with more information regarding this position. I honestly believe I would be an excellent fit for Artistic Painting Inc. and that the skills I can offer would benefit the company's painting department.

Sincerely,

Madison Maverick

ART AND DESIGN COVER LETTER 3



Martin Maverick
Grand Junction, CO 81501
970.123.4567
martinmaverick@email.com

July 6, 2023

Ms. Ronda Brown
D51 School District, Scenic Elementary
Grand Junction, CO 81507

Dear Ms. Brown,

I am writing to apply for the art teacher position as advertised on the D51 School District website. My experience, training, and approach to teaching make me a perfect fit for the position and I look forward to becoming a valued member of the Scenic Elementary faculty.

I have a Bachelor of Fine Arts in Art Education (K-12) from Colorado Mesa University in Grand Junction, Colorado, and one year of experience working as an art teacher. I have taught art from Kindergarten to High School. As per the requirements for the position at Scenic Elementary, you will notice in my resume that I **[mention skills, competencies, or experiences that answer directly to the requirements pinpointed in the job advertisement]**.

When it comes to teaching, **[discuss your approach to teaching children in general]**. To teach art **[talk about what you have learned works best for teaching art specifically]**. My strengths as an art teacher are **[name two or three strengths]**.

I am thrilled to be applying to Scenic Elementary, because I admire your **[name two or three things you know about the school in general that you like]**. As the art teacher, my commitment to the highest standards of art and education will be of the greatest benefit to Scenic Elementary. Please feel free to contact me via email or phone call if I can be of any further service. Thank you for taking the time to consider my application. I look forward to hearing from you.

Respectfully,

Martin Maverick

BIOLOGICAL SCIENCE COVER LETTER 1



Meredith Maverick
1234 University Boulevard
Grand Junction, CO 81501

July 10th, 2023

Sandy Smith
Redlands Biological Technologies
Grand Junction, CO 81503

Dear Ms. Smith,

As a long-term admirer of the work done by the team at Redlands Biological Technologies, I am delighted to submit my application for the entry-level technician position posted on Indeed.com. As a recent graduate from Colorado Mesa University with a B.S. in Biology, I am confident that my knowledge of laboratory systems, experience in research methods, and precise diligence would make me an asset to the team at Redlands Biological Technologies.

In my former role, as a student worker at Colorado Mesa University within the Biological Science Department, I was responsible for troubleshooting a variety of technical issues for staff, assisting with laboratory maintenance, and operating a wide range of equipment. While employed there, I assisted in the development and rollout of new department practices and helped improve our laboratory processes. I am sure that this experience will help me pick up new skills and quickly excel as a technician at Redlands Biological Technologies.

I have attached my resume, which further details my skills and educational background. Please do not hesitate to reach out if you have any questions about my background. I look forward to the opportunity to speak with you further; thank you for your time and consideration.

Sincerely,

Meredith Maverick

BIOLOGICAL SCIENCE COVER LETTER 2



Melvin Maverick
2000 SE Woodworking Rd.
Grand Junction, CO 81501
(555) 444-3333
melvinmaverick@email.com

April 11, 2023

Test-a-Rific Laboratories
88888 NE Circle Blvd.
Corvallis, OR 97330

Dear Ms. Leslie Knope:

I am writing to apply for the Laboratory Assistant position with Test-a-Rific Laboratories at the Corvallis, Oregon, location. My background in chemistry, biology, and natural sciences provides me with an excellent foundation of knowledge that I am excited to bring to your environmental testing laboratory.

First, I recently obtained my bachelor's degree in environmental science with a minor in chemistry. Through coursework and projects, I developed scientific skills such as UV and atomic absorption spectroscopy, gas, and liquid chromatography, fluorometry, titration, and potentiometric calculations. For example, I completed a self-paced laboratory course which allowed me to work independently and become familiar with various types of analytical equipment. To be successful in this course, I needed to determine the value of the unknown for each of ten experiments within one percent of the accepted value. Based on this experience, I am confident I can follow scientific procedures and learn to use the equipment in your lab quickly.

In addition to my scientific background, I am someone who prides himself on completing tasks efficiently and bringing a strong work ethic into everything I do. For instance, as part of a recent restoration planning project for my major, I had multiple objectives with firm deadlines to meet, such as site visits to the Bald Hill Natural Area, project timelines, and budget breakdowns. I collaborated with three team mates to ensure we always met our goals and communicated effectively about the tasks needing completion. We provided a thorough assessment and recommendation report to the county to inform future decision making.

This position represents a wonderful opportunity to utilize my background while gaining invaluable experience within a working laboratory. I hope to hear from you soon about the possibility of an interview. Thank you for your time and consideration.

Sincerely,
Melvin Maverick

BIOLOGICAL SCIENCE COVER LETTER 3



May 12, 2023

Megan Maverick
555-555-5555
meganmaverick@email.com

Alfred Michaelson
Hiring Manager
Grand Valley Laboratories

Dear Mr. Michaelson,

I am contacting you today to express my interest in the role of medical researcher for Grand Valley Laboratories. I am a skilled biological researcher with a recently published article detailing my work with microorganisms in medicinal substances. Thank you for taking the time to review my materials and consider me for the position.

In my role as a biological researcher with Biology Co., I implemented research strategies that allowed my team to discover the ground-breaking microorganisms leading to heightened medicinal results in several clinical trials. I increased research efficiency by 48% in my lab and lead the task force responsible for developing emergency microorganism treatments. As a team leader, I assisted my team members in developing their skills and honing their abilities. Under my guidance, two of my team members received the Annual Recognition of Excellence in Microbiology Award.

I am interested in your current work with microbiological functions for treating arthritis and believe I would be an invaluable asset as an executive medical researcher. My research abilities, natural leadership and national recognition lead me to believe I can increase efficiency in your lab and assist your laboratories in producing revolutionary treatments and microbiological substances.

Thank you again for taking the time to consider my materials, and please accept my deepest gratitude for the opportunity. Please contact me should you need any further information. I look forward to your response.

Regards,

Megan Maverick

BUSINESS COVER LETTER 1



Molly Maverick

Grand Junction, CO 81501 · 555-122-3333 · mmaverick@email.com

December 11, 2022

John Brown
Sales Manager
Acme Corp.
123 Business Rd.
Business City, NY 54321

Dear Mr. Brown,

I wish to apply for the Sales Manager position at Acme Corp. advertised on Handshake. Terry Johnson suggested that I contact you directly, as we have worked together, and he felt that I would be a good fit with your team.

For the past two years I have been working in sales for Goodman & Co. I have consistently exceeded my targets and I was recognized last quarter for outstanding service. As an avid cyclist and user of many of your products, I am aware that Acme Corp. is a company with tremendous potential. I am confident that my experience, communication skills, and ability to convey product benefits effectively would enable me to excel in this management role.

I am eager to move into a management position because growth is important to me personally and professionally. New experiences and challenges inspire me to perform at a higher level. The values of growth, resiliency, and determination are an important part of my personality. I sincerely hope to use these values to build success with Acme Corp.

I would be delighted to discuss with you how I might be an asset to the Acme Corp. team. Thank you for your consideration; I look forward to hearing from you.

Respectfully yours,

Signature (hard copy letter)
Molly Maverick

BUSINESS COVER LETTER 2



Miguel Maverick
Grand Junction, CO 81501
970-555-5555
miguelmaverick@email.com

November 3, 2022

Ms. Ann Chan
Personnel Manager
Monumental Company
Grand Junction, CO 81501

Dear Ms. Chan,

Please accept my resume as an application for the open position of Sales Associate in your company. As a fresh graduate of Business Administration, the position appears to fit wonderfully with my education, experience, and career interests.

Being a student of Colorado Mesa University, not only did I maintain excellent grades, but I was also a member of our school's highly competitive and successful collegiate football team.

My background as a student and an athlete has taught me to be an efficient manager of my time which, I am confident, is one of the important qualities needed by any professional in the sales industry. My experience with working in a team environment has also instilled in me the value of teamwork and cooperation. As a member of the team, I had to listen, learn how to motivate myself and others and understand the differences that exist among the members of the team. Through my achievements as a student and an athlete, I have proven that I am passionate about the things I dedicate myself to.

And while this would be my first time working in the field of sales, I am quite confident that with my skills and abilities, I can learn quickly and make an immediate impact to your team and to the company.

Thank you for taking the time to consider my application and I look forward to hearing from you.

Sincerely,

Miguel Maverick

BUSINESS COVER LETTER 3



Marcus Maverick

Financial Analyst | marcusm@youreemail.com | (123) 456-7890 | Denver, CO 80503

January 1, 2023

Amy Brown
Hiring Manager
Palisade Financial Firm
(987) 654-3210
amy@palisadef.com

Dear Ms. Brown,

As a financial analyst at Rowdy Investment Partners, I provided financial analysis support to the finance team for multi-million-dollar investment opportunities in technology startup companies. I hope to utilize my background in risk management to aid Palisade in defining investment strategies.

With eight years of experience within the finance industry, I feel that my skill sets will allow me to excel in Palisade's challenging, fast-paced business environment. I pride myself on my ability to evaluate cases and ROI for investment opportunities. I believe I can bring a nuanced perspective to your organization based on my career achievements:

- Analyzed potential ROI of multi-million-dollar investments and provided investment proposals based on key market indicators and economic factors.
- Led a team of analysts and finance professionals to conduct due diligence and evaluate potential use cases for technology products, resulting in a \$15M investment with a projected ROI of 150%.
- Conducted financial reporting and delivered presentations to senior financial executives to develop short-term and long-term financial investment strategies.

I look forward to telling you more about how I can help you refine investment strategies for your organization. You can contact me to schedule an interview at your convenience. Thank you for your consideration.

Best regards,

Marcus Maverick

Marcus Maverick

COMPUTER SCIENCE AND ENGINEERING COVER LETTER 1



Melanie Maverick
Computer Scientist
melaniemaverick@youremail.com
(970) 555-1234
Grand Junction, CO 81503

October 2, 2022

Michael Scott
HR Manager
Tekronics Corp.
(503) 555-1212
michaelscott@tekronics.com

Dear Mr. Lasso,

Resolving an ongoing programming issue to increase sales by 35% at Clifton Industrial became my top achievement as a computer scientist last year. My supervisor said that my analytical skills along with my Git and Juptner expertise resulted in a seamless operation. I would like to bring these same skills to Tekronics Corp. as a computer scientist in your R&D lab.

During my more than two years at Clifton Industrial, I have improved the overall computer efficiency by 43% by assessing each algorithm to attain its optimal level. I enjoy building innovative systems and feel I would fit smoothly in your company. Some of my recent achievements include:

- Research: Assisted in the audit of our revenue performance system to increase production by \$100,000 in 2020
- Development: Used Python to build a production analysis program to reduce costs by 27%
- Training: Delivered FoxPro training to twenty-five staff members to assist the remote sales team

I look forward to discussing how my programming, problem-solving, and analytical skills would benefit your company. Please contact me at your convenience to schedule an interview.

Best regards,

Melanie Maverick

COMPUTER SCIENCE AND ENGINEERING COVER LETTER 2



Malia Maverick

Los Alamos, NM | Q Clearance

July 7, 2023

To whom it may concern:

Please accept this letter of interest with my application for the Civil Engineer position.

I am a project manager with more than 6 years' experience, working at the Los Alamos National Lab (LANL), and a formal education as an environmental engineer. I have graduate level training that includes experience completing field work focusing on soil and water management. I know that managing our stormwater is an integral part of maintaining healthy water resources for people and aquatic communities alike. This is why I am excited to help advance your efforts within the N3B Los Alamos Legacy Cleanup Contract (LLCC) to protect our watershed.

I believe my educational background has provided me the tools to be successful in this position. I graduated with a Bachelor's degree in Food, Agricultural, and Biological Engineering from Colorado State University, where I focused on ecological engineering. I earned my master's degree from University of Colorado, where I learned skills to solve complex environmental problems. Following my graduate studies, I moved to Los Alamos to gain project management experience at the NNSA Los Alamos Field Office (NA-LA).

I have successfully matriculated from fellow to federal project manager to supervisor at NA-LA. In my time here, I have supported the transition made by the Environmental Management Los Alamos Field Office and am thus familiar with the N3B LLCC. Pursuing the Fundamentals of Engineering exam and working to become a professional licensed engineer presents an opportunity to return to my professional passions and a focus on scope that aligns with my educational background. It would be a challenge I would be eager to embrace, and one where I think I could bring valuable insights from my professional experiences here at LANL.

I am a collaborator, an adaptive learner, and I am willing to take risks within the boundaries of my employment. I look forward to meeting with you to discuss this exciting and challenging opportunity.

Sincerely,

Malia Maverick

COMPUTER SCIENCE AND ENGINEERING COVER LETTER 3



February 9, 2023

Karen Wingate
Human Resources Manager
Southwest Consulting
544 Main Street
Grand Junction, CO 81503

Dear Ms. Wingate:

I am applying for the position of Civil Engineer at Southwest Consulting on the recommendation of Spencer Powell. I am an energetic and dynamic person, capable of thinking creatively, who also possesses experience in business and finance. I am eager to develop a long-term career in management consulting and am interested in discussing with you how my skills could be valuable to your organization.

My immersion in the world of civil engineering began as an intern at Hemisphere Engineering. Even as a college junior, I regularly interacted with engineering professionals and projects. I attribute my success to an ability to think creatively, understand complex information, and communicate crisply. I helped clients understand large ideas in simple terms, motivated them to action, and then cooperated with a team of global associates.

My wide-ranging college career has provided me with a combination of skills and experience that are well-suited to the challenges of consulting. My senior engineering showcase project involved extensive research and required me to convey my ideas concisely in an oral presentation and a comprehensive treatise. Several leadership positions in a variety of activities throughout my years at Colorado Mesa University required me to organize my time and resources efficiently and to assist others in doing the same.

My distinctive background has well equipped me with tools that will make me valuable to Southwest Consulting. Thank you for your time and consideration. I am available to answer any questions you may have and look forward to hearing from you soon.

Sincerely,

Matthew Maverick
7241 Case Rd., Grand Junction, CO
(970) 555-1234 | maverickm@youremail.com

HEALTH SCIENCES COVER LETTER 1



Mikel Maverick
Grand Junction, CO 81501
970-555-1234
mikelmaverick@email.com

February 20, 2023

Keeley Jones
Caring Home Care
123 Company Rd
Grand Junction, CO, 81503
970-555-7890
kjones@caringhomecare.com

Dear Ms. Jones,

I am writing to you today to apply for the role of Certified Nursing Assistant at Caring Home Care. I am a recent graduate and a resolute, diligent nursing assistant, continually striving to provide a high-level of care to patients. I am excited by the prospect of working for a commendable, high-ranking establishment such as Caring Home Care, and believe that my health care education, experience, and certifications make me the ideal candidate for this role.

During my studies at the Nursing Assistant Program of the Red Cross, I completed a trainee program where I was responsible for the care of fifteen elderly residents. My duties included helping with daily living and hygiene and assisting with field trips and entertainment activities. I also prided myself on establishing rapport with both residents and their families in order to offer sensitive emotional support that enabled these vulnerable adults to live in comfort with dignity.

My experience at the Red Cross trainee program allowed me to develop the nursing knowledge and skills necessary to deliver basic care needs, including feeding, grooming, medication distribution, performing treatment plans, and providing emotional support. Where I lack experience in performing more complicated nursing tasks, I make up for in being driven to learn new skills and progress as a nursing assistant. I feel that my compassion to provide excellent patient care and support, and desire to grow and learn as a nurse, will make me an asset to Caring Home Care.

My resume is attached for your review, and I would welcome the opportunity to discuss my skills and qualifications further in an interview at your convenience. Thank you for your consideration, and I look forward to hearing from you.

Sincerely,

Mikel Maverick

HEALTH SCIENCES COVER LETTER 2



July 8th, 2023

Roy Kent
Community Hospital
Denver, CO 80505
303-555-1234
roy.kent@communityhosp.org

Dear Mr. Kent,

As a recent nursing graduate, I am excited to submit my application for the New Grad Nurse position at your reputable hospital. I am confident my passion for excellent patient care and improving lives will make me a strong addition to your team and an immediate asset at Community Hospital.

Through my university, I had the opportunity to gain clinical practice experience at St. Mary's Medical Center. While there, I enjoyed making a positive impact on quite a few patients and their families. Moreover, I have proven my dedication to building a nursing career through the following:

- Earning a Bachelor's degree in Nursing with a 3.9 GPA, graduating top of the 2023 class
- Starting a blog with helpful resources for aspiring nurses that attracts more than 10,000 visitors per month.
- Helping organize a well-received three-day workshop for an audience of seventy doctors, nurses, and administrative staff.

I am confident my training, dedication, and direct experience with patient care make me an ideal fit for the New Grad Nurse position at Community Hospital.

I look forward to meeting you in person to discuss the position further. You may reach me by phone at 123-456-7890 or via email — morganmaverick@email.com to arrange an interview.

Thank you for taking the time to review my application.

Sincerely,

Morgan Maverick

HEALTH SCIENCES COVER LETTER 3



Maxwell Maverick
Grand Junction, CO 81501
970-555-2233
Maxwellmaverick2@email.com

August 8th, 2023

Terry Anderson
Hiring Manager
St. Joseph's Hospital
Grand Junction, CO 81503

Dear Mr. Anderson,

As a loyal employee of St. Joseph's Hospital, I am excited to formally apply for the open Nurse position in the Emergency Department. Since starting as a Certified Nursing Assistant in the Orthopedic Surgery Department at St. Joseph's Hospital four years ago, I quickly mastered the requisite skills for the role, completed a Bachelors in Nursing Degree from Colorado Mesa University, and have helped our department regularly exceed performance goals.

From the beginning I have demonstrated an ability to learn quickly and exceed expectations. During my tenure, I have developed excellent patient care skills, honed my interpersonal abilities, and subsequently helped my department operate efficiently and safely. Additionally, this year has given me the opportunity to sharpen my leadership skills — having successfully onboarded four new employees and trained them on hospital policies.

I have read the requirements for the Nurse position thoroughly, and I am confident that the skills I have refined during my time working here paired with continued education and my passion for patient care make me an ideal fit.

I appreciate your consideration and look forward to discussing this opportunity for promotion with you at your convenience. My supervisor is also happy to meet with you to elaborate on my performance in the Orthopedic Surgery Department and will attest to my qualifications. Please let me know if there is any other information, I can provide that would help with this process, and I would be happy to provide it to you.

Sincerely,

Maxwell Maverick

KINESIOLOGY COVER LETTER 1



Mason Maverick Outdoor Recreation Manager

✉ masonm@email.com

☎ (123)-456-7899

📍 Colorado

Outdoor Adventures
Hiring Manager
1234 Rockslide Rd
Crested Butte, Colorado

Dear Hiring Manager,

As an ambitious professional with extensive experience and leadership skills, I was thrilled to learn about the Outdoor Recreation Manager opening that is available now with Outdoor Adventures. I am compelled to write this letter and submit my resume, as my 15 years of experience in overseeing a variety of recreational programs, and activities along with my ability to manage all facets of recreational activities match exactly with your job requirements. Besides, I possess a wide range of knowledge in the field that will make me contribute to the success of your organization.

My background includes assuming responsibility for creating and implementing recreational programs, hiring and training staff members, and marketing special activities and events. I excel in analyzing recreational needs and resources and have an extraordinary capacity to connect well with key stakeholders and community groups.

Achievements that demonstrate my qualification include -

- Spearheading the day-to-day operations, recreation event team members, administration, and management of the overall recreation program.
- Estimating and developing budgets, conducting need assessments, and building partnerships to maximize performance and efficiency.
- While working with City of Grand Junction for 7 years, was responsible for managing all operational processes, budget administration, vendor communication, contract negotiation, and report generation
- Strong interpersonal skills allowing me to interact efficiently and professionally with sponsors.
- The ability to drive operational success to any recreation programs undertaken - I have a history of bringing success in conducting various recreational activities that targeted youth, active adults, athletes, and special events at NGOs.
- Directing all aspects of staff management - recruiting, training, mentoring, and coaching of members.
- Creativity to disseminate marketing and promotional materials- including brochures, web banners, and posters.

With my ability to balance organizational objectives, and productive relationships, along with my dedication to managing any type of recreational event, I believe that I can contribute immensely to the success of Outdoor Adventures.

Enclosed, please find my resume for your perusal. I look forward to speaking with you soon. Thank you for your consideration.

Sincerely,
Mason Maverick

KINESIOLOGY COVER LETTER 2



December 4, 2022

Virginia Chance
Admissions Chairperson
UNM School of Medicine
Health Sciences Building, Room 502

Dear Ms. Chance,

I am extremely interested in the physical therapy program at the University of New Mexico. I volunteered over 235 hours at the Veterans Administration (VA) Hospital from 2021-2022 in Grand Junction, Colorado, which gave me the opportunity to experience and enjoy several distinct aspects of the physical therapy field. I am currently completing my undergraduate degree in Exercise Science, which I feel will enhance my abilities as a therapist.

My volunteer background has included the following: wound care, rehabilitation exercise programs, and assisting spinal cord injury and mobility impaired patients in the therapy pool. I also gained experience in patient rehabilitation in the areas of knee and hip replacement surgery.

My Bachelor of Science degree in Exercise Science has provided me with the knowledge of exercise testing, EKG interpretation, fitness assessment and prescription, anatomy, and kinesiology. I have also taken courses that involved special populations, such as people with disabilities and the elderly.

The UNM physical therapy program came highly recommended by graduate students and physical therapists that I have talked with who said that the curriculum is outstanding. Through my research on deciding which school to attend, I found that the New Mexico School of Medicine is one of the tops in the nation. I would be proud to be a student in the UNM physical therapy program.

Through my volunteer work at the VA Hospital, I have developed a compassionate approach and commitment to assisting people with medical and physical disabilities. I would enjoy becoming a physical therapy student and look forward to speaking with you soon. Thank you for your consideration.

Sincerely,

Macie Maverick
maciemaverick@email.com | 970-555-4321 | Grand Junction, Colorado 81501

MATHEMATICS AND STATISTICS COVER LETTER 3



October 12, 2022

Graduate Admissions
University of Alaska
Anchorage, Alaska 12345

Dear Graduate Admissions,

I am submitting this letter to express my interest in the PhD in Mathematics and Statistics program offered by University of Alaska (U of A). I strongly believe that I can offer the skills and experience needed to be successful and an asset to U of A. I have obtained special training in this specific field, apart from earning my Bachelor of Science in Mathematics and a Master's degree in Statistics/Biostatistics from Oxford State University. Not just that, I am also currently working as a Data Scientist at Project Raven, PBC.

Project Raven, PBC is a firm that provides advisory and consulting services to public and private sector clients, and I am providing them my support in the following areas –

- Developing analytic programming.
- Summarizing and recording all studies.
- Collaborating with project teams.
- Anticipating data and informational needs.

I possess exemplary skills in Mathematics and I have general knowledge in management, economics, and business. In addition to my academic credentials, I also have gained familiarity with all required programs, MS Office, Original Pro, and STATA.

Your program at U of A is nationally recognized for the excellence of your faculty and curriculum. I am eager to join the prestigious and accomplished group of U of A PhD graduates.

I am confident that I can meet and exceed your expectations if accepted into your program. Thank you for your consideration. You may contact me at 970-555-5555 if my qualifications move me onto the interview phase of the admissions process. I look forward to hearing from you.

Sincerely,

Mabry Maverick

MUSIC COVER LETTER 1



970.555.9876



musicalm@email.com



Grand Junction, Colorado 81501



MUSICAL MAVERICK

970-555-5555 | mabrym@email.com | Grand Junction, Colorado 81501

July 15, 2023

Dolly Parton
925 Lyrical Way
Nashville, TN 12345

Dear Ms. Parton,

It is with significant interest that I enclose my resume for the open orchestra position. With an extensive music related exposure, I am optimistic in my ability to become an asset within your organization.

I am a holder of a Bachelor of Arts degree in Music Performance from Colorado Mesa University in Grand Junction, Colorado.

During the course of my career, I have had the opportunity to be associated with multiple orchestras in various permanent and freelancing roles. Working as a Sub, Regular or at the Violin Section, I have honed my performance, technical and conducting skills and gained competency in combining my musical skills with peers.

As noted on my resume, I am a winner of the American University Concerto Championship and have been recognized as a Concertmaster from the American University Symphony Orchestra.

I am seeking a challenging but rewarding position, which is why I was naturally drawn to this exciting opportunity.

Sincerely,

Musical Maverick

MUSIC COVER LETTER 2



May 8, 2023

Buster Moon
Moon Theatre
111 South Grand Ave
Los Angeles, CA, 90012
555-555-5555
buster@moontheatre.org

Dear Mr. Moon,

It was a pleasure meeting with both you and Mrs. Crawley this past Thursday regarding the Principal Vocalist position. After our conversation, I have a better understanding of the job requirements and what I would need to do to succeed in the Principal Vocalist role. I am extremely excited about the prospect of joining the Moon Theatre. To me, this organization has no shortage of personal and professional opportunities to offer, such as touring across the United States and mentoring young musicians in the Los Angeles area.

Before coming to Los Angeles, I studied music, performing extensively during my four years at Colorado Mesa University. During this time, I was awarded the School of Music Scholarship, and my university Choir received first place in the Fischhoff National Chamber Music Competition.

In addition to the groups, I performed with at my university, I have also contributed to professional orchestras in Washington, such as the Seattle Men's Choir, Oklahoma City Choir, and Olympia Men's Choir. Furthermore, I have taken on various roles as a freelance vocalist for recordings. Through singing as a tenor, I have gained competence in collaborating with my fellow musicians to produce excellent music.

I am seeking new challenges as a leader of the choir and the chance to travel to new locations around the country, which is why I first became interested in the Principal Vocalist position.

I have also included three references with my resume, as requested. Please do not hesitate to contact them; I am also more than happy to provide additional references if necessary.

I am aware that you are working under time constraints and looking to fill the vacancy by the beginning of next month. If selected for the Principal Vocalist part, I am available to start immediately. If you have any questions or require additional information, please feel free to contact me by phone at 970-555-5555 or email any time. Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

Meena Maverick

MUSIC COVER LETTER 3



Matilda Maverick

Grand Junction, Colorado 81501
970-555-5555
matildamaverick@email.com

June 20, 2023

Ms. Agatha Trunchbull,
Roald Dahl Elementary School
Small Town, Colorado 80000

Dear Ms. Trunchbull,

Upon hearing of the requirements for a new Elementary Music Teacher post at Roald Dahl Elementary School, I decided to submit my resume for your consideration. I believe that I possess all the necessary technical skills to join the team and contribute significantly to the provision of an Elementary Music Teacher.

I am an enthusiastic and qualified professional with a Bachelor of Arts degree in Music from Colorado Mesa University. I have been a music instructor for the past four years and am skilled in developing and implementing teaching strategies. I love to teach music and think that it is an essential component of a child's education. My strong grasp of how to inspire and engage students can make significant value addition to your school. I am proficient in a wide range of teaching methods and approaches, and I am always eager to modify my teaching style to match the requirements of each student.

The following achievements demonstrate my qualifications –

- Awarded the best teacher award three times.
- Created stage sets, accessories, and costumes for different live and television shows.
- Amazing reports from both parents and administrators.
- Management frequently appreciated my abilities to design teaching materials.
- Prepared children for the ABC Music Contest every year.
- Requested and received grants for services and equipment.
- Teamed up with colleagues to improve school performance by integrating curricula.

I am highly enthusiastic about teaching and music. I would be delighted to share my enthusiasm with your students. My commitment to assisting every one of my students in achieving their fullest potential would be a significant asset to your organization. Should you be requiring any additional information, I would be pleased to share it. Please feel free to contact me.

Sincerely,

Matilda Maverick

PHYSICAL & ENVIRONMENTAL SCIENCES COVER LETTER 1



Michael Maverick
Grand Junction, Colorado 81503
970-555-5555
mrmaverick@email.com

April 18, 2023

Dr. Eric Hanson
Fish and Wildlife Manager
Colorado Parks and Wildlife
Grand Junction, Colorado

Dear Dr. Hanson,

With this letter and the enclosed resume, I would like to express my fervent desire to apply for the opening for an Environmental Coordinator at your department. As a highly skilled and motivated Environmental Coordinator, I possess a wide range of skills, experience, and knowledge that will enable me to significantly contribute to the success of your department's goals.

I have earned a Bachelor of Science degree in Environmental Science and Technology from Colorado Mesa University with a focus on subjects such as biology, physics, chemistry, and environmental principles. My background spans more than five years of experience successfully understanding the local, state, and federal environmental compliance laws, and regulations, monitoring a variety of projects, and coordinating with the local health department to keep them updated on my findings.

An insight into accomplishments –

- Promoting and directing green business initiatives while fostering brilliant relationships with businesses, NGOs, and the public, and fostering environmental awareness and understanding.
- Providing overarching consulting services to more than fifty companies in the southwest region and helping companies to develop and implement environmental sustainability programs, creating and introducing energy conservation, and pollution prevention.
- Demonstrating exceptional leadership, and communication skills that facilitated valuable project results and optimal efficiency.

Throughout my career, I have become well-versed in driving the achievement of sustainability goals and have participated in key initiatives such as – recycling, purchasing, water, and energy conservation for various organizations. Furthermore, my commitment to the field along with my strong knowledge of current environmental issues and trends will enable me to contribute to the success of Colorado Parks and Wildlife. I look forward to speaking with you soon. Thank you for your time and consideration.

Sincerely,

Michael Maverick

PHYSICAL & ENVIRONMENTAL SCIENCES COVER LETTER 2



Mara Maverick

Grand Junction, Colorado | 970-123-4567 | maramaverick1@email.com

October 26, 2022

Dr. Rowdy Chemist
Director
GJ Labs
123 Business Rd.
Grand Junction, Colorado 81503

Dear Dr. Chemist,

I am writing to apply for the scientific research summer internship position that was listed in the Colorado Mesa University Career Services Office. I am pursuing a Bachelor of Science degree in Chemistry, expected graduation May 2025 from Colorado Mesa University. I believe my education, research, and conservation experience make me an ideal candidate.

I have had a great deal of research experience in chemistry, biology, and geology, both in the lab and in the field. Most of my experience is in environmental field studies. I am currently conducting research in our school's outdoor laboratory to assess the water quality of a nearby pond. I know water quality assessment is a component of this internship, and I know my previous experience makes me a prime candidate for this.

Last summer, I worked as a conservation assistant at the Colorado National Monument Park. Along with trail maintenance and building, I also served as a research assistant for the research organization at the park. I conducted an analysis of soil samples, and input data from various research projects. I received a special commendation from the director of the research organization for my diligence and dedication to research.

I believe that I would be an asset to your program. This internship would provide me with the ideal opportunity to assist your organization and expand my research skills.

Thank you for your consideration.

Sincerely,

Signature (hard copy letter)

Mara Maverick

PHYSICAL & ENVIRONMENTAL SCIENCES COVER LETTER 3



Millie Maverick
Fruita, Colorado 81520
970-123-4567
mmaverick22@email.com

September 26, 2023

Rocky Archer
Geoscience LLC
Moab, Utah 70000

Dear Mr. Archer,

In response to your recent advertisement in Indeed, please accept this letter and resume in application for the Petroleum Geologist position currently available with Geoscience LLC.

In addition to gaining my PhD in Geology and teaching at Colorado Mesa University, I have had experience in both basic and applied research. During my years at ABC Corporation, I have specialized in computer modeling of the earth's strata and have been commended by senior management for my efficiency in identifying drilling sites and estimating oil reserves.

I believe that these qualifications, together with my extensive experience in supervising members of research teams, make me a strong candidate for your Petroleum Geologist position.

Thank you for considering my application, and I look forward to meeting or talking with you soon. You can contact me through the information given above.

Sincerely,

Signature

Millie Maverick

SOCIAL AND BEHAVIORAL SCIENCES COVER LETTER 1



Miranda Maverick
Grand Junction, Colorado 81501
970-123-4567
mmaverick@email.com

July 17, 2023

Stephanie Worthy
Social Work Specialists LLC.
Denver, Colorado 80000

Dear Ms. Worthy,

As an empathetic, kind, dedicated, and hardworking professional, I strongly want to join a reputed organization like yours wherein my talent and skills will be enhanced as well as help contribute to Social Work Specialists' mission as a company. My immense background in the social work field complemented by my experience in my previous jobs will bring about a positive impact on your organization.

Over the years, I have worked at a couple of organizations including Community Hospital in Grand Junction, Colorado where I developed skills to do an intake assessment with every incoming individual and their family to determine their requirements. In my role as a Hospital Social Worker, I was accountable for effectively and efficiently managing patient/resident details, helping them acclimate to the hospital environment, etc.

Having said this, I would like to present below some of the highlights of my qualifications:

- I am quite capable of handling high-pressure tasks with many projects and cases at once and stay organized and diligent.
- My writing, as well as verbal communication skills, are excellent.
- I am known for keeping accurate and precise progress records and documentation.
- I am often complimented to be the most compassionate counselor who makes it a point to strive for the comfort of the residents and their families.
- I motivate, counsel, and assist residents and families to transition to assisted living comfortably.
- Several times, residents and families have thanked me for my empathy, understanding, genuine care, and sensitivity.

My proven counseling skills and caring nature with the patients and knowledge of basic medical sciences along with my expertise in the field will contribute immensely to the success of Social Work Specialists. Looking forward to speaking with you soon. Thank you for your time and consideration.

Sincerely,

Miranda Maverick

SOCIAL AND BEHAVIORAL SCIENCES COVER LETTER 2



August 31, 2023

City of Fruita, Police Department
123 Fruita Way
Fruita, Colorado 81520
970-555-5555
hiring.manager@fruita.gov

Dear Hiring Manager,

I am excited to submit my application for the full-time police officer position at the Fruita Police Department. I have three years of experience working as a police officer for the Moab Police Department in Moab, Utah and am a graduate of the Western Colorado Community College Peace Officer Academy in Grand Junction, Colorado. I believe that I have the requisite skills and abilities to perform the duties you have stipulated exceptionally well.

During my three years as a police officer, I performed patrols on foot, bicycle, and in patrol cars, responding to traffic incidents, domestic disputes, and reports of criminal activity. My performance was above standard, and I was frequently praised for my calm and authoritative demeanor even during moments of tension and hostility.

I am aware that the rate of crime in Fruita is average, and I am keen to use my skills to fully assist and protect the community. My training and personal characteristics make me a perfect fit to handle both tough situations and present a pleasant face to the Fruita community.

For all the above reasons, I am confident that you will find me to be a compelling candidate. You can contact me at monicamaverick@email.com or by phone at 123.456.7895. I am available any time for an interview, as I am now a permanent resident of Fruita. I look forward to discussing this opportunity with you in detail.

Sincerely,

Monica Maverick

SOCIAL AND BEHAVIORAL SCIENCES COVER LETTER 3



Marc Maverick

555-555-5555

marcm@email.com

Grand Junction, Colorado 81503

2/19/2023

Ms. Jean Nugget
Internship Supervisor
The Colorado State Senate
Denver, Colorado 80000

Re: Application for the position of Summer Politics Intern

Dear Ms. Nugget,

Please accept this letter and enclosed resume as my application for the Summer Politics Intern job within The Colorado State Senate which has been advertised on Handshake. With my developed skills set and previous career experience, I am an ideal candidate for the role. If given the opportunity, I will be coming to you with a proactive approach, exceptional work ethic, and determination to succeed and meet all your expectations.

I am a purposeful and self-driven person offering well-developed critical thinking and analytical skills and the crucial ability to solve complex problems. At Colorado Mesa University, where I am currently enrolled in the third year of Political Science studies, I am not only among the students with the best academic results (4.0 GPA), but I am also involved in multiple extracurricular activities, including Political Society and Psychology Society. Moreover, I have won the Academic Excellence Award twice. This valuable experience has allowed me to acquire efficient leadership skills and taught me how to function well in diverse team environments.

Next, I worked as a Congressional Intern at The United States Congress for three months last summer. There, I oversaw providing beneficial administrative support to multiple Congress members and assisting in the organization and coordination of various events and conferences. Besides that, I greeted and guided international visitors, attended committee meetings, and collaborated with other employees on the simplification of existing federal forms and applications. For finishing all assigned duties within schedule and constantly executing perfect work, I was awarded Intern of the Month.

I would appreciate the opportunity to come in for an interview to discuss the position in more detail. Thank you for your time and consideration and I look forward to speaking with you soon.

Sincerely,

Marc Maverick

TEACHER EDUCATION COVER LETTER 1



Matias Maverick

Elementary School Teacher
 mmaverick@myemail.com | (970) 543-2109
 Grand Junction, Colorado 81503

March 11, 2023

Principal Ralph Durbin
 Whitlock Elementary School
 (789) 012-3456
 r.durbin@whitlock.edu

Dear Mr. Durbin,

Leading my school's Heritage Day to celebrate our students' cultures and backgrounds was my most important career achievement to date. Parent and student feedback demonstrated that the initiative made every child feel valued and fostered respect for others. I hope to demonstrate the same innovative thinking and community awareness as an elementary teacher in Whitlock Elementary School.

As a dedicated teacher with 2+ years of experience delivering outstanding lessons to diverse cohorts, Whitlock's commitment to closing the opportunity gap in Colorado's education system motivates me. My recent achievements show that I have the skills and knowledge necessary to make a valuable contribution to this aim. These include:

- Using tailored support to ensure that all economically disadvantaged students in my class achieved results on par with their peers in 2020.
- Collaborating with colleagues to improve cultural representation in the school's English curriculum.
- Securing more than expected progress for 65% of my first-grade class in mathematics and 68% in English.

I would like to discuss how my driven work ethic and excellent pedagogical knowledge can help secure incredible outcomes for your students in 2023. I am available for an interview at your convenience.

Sincerely,

Matias Maverick

Matias Maverick

P.S. I would love to explain how my extracurricular reading club increased student engagement and raised attainment by 23%.

TEACHER EDUCATION COVER LETTER 2



Mayumi Maverick
Grand Junction, Colorado 81501
(970) 222-2222 | mayumim@email.com

August 16, 2023

Georgeann Smith
Director
Premier Preschool Academy
512 Kiddo Lane
Grand Junction, Colorado 81503
(970) 454-5544
gesmith@ppa.com

RE: Preschool Teacher Position Application

Dear Ms. Smith:

I am writing to apply for the position of Preschool Teacher at Premier Preschool Academy in Grand Junction. Your organization has a stellar reputation and, considering my years of experience and background in early childhood education, I feel I would make a terrific addition to your professional teaching staff.

I earned my Associate of Applied Science in Early Childhood Education from Colorado Mesa University (CMU) in 2020. I was an excellent student and absorbed a tremendous amount regarding modern educational theory regarding younger learners, a proclivity I have retained in my own study since graduation.

Furthermore, in my years as a preschool teacher at two different and high-quality establishments, I have led classes as large as twenty-two students and taught kids as young as 3 years old. I have been instrumental in helping my schools develop curriculum and programs for their classes and seen real improvement in students I have worked with. For example, a drama program I helped established was responsible for a 50% improvement in speech test scores for our Pre-K students.

With my strong work history and topical education, I am confident I would fit in well at Premier Preschool. If you are so inclined, I would jump at the opportunity to visit you for an interview. Thank you for your time and consideration of my application. I look forward to hearing back from you at your convenience. Thank you again.

Sincerely,

Mayumi Maverick

TEACHER EDUCATION COVER LETTER 3



Maria Maverick
Grand Junction, Colorado 81501
970-555-1128
mariamaverick@email.com

Dec 16, 2022

Dr. John Smith
Columbia University
123 Education Hall,
1234 Alphabet Avenue
New York, NY 10027

Dear Dr. Smith,

I am pleased to submit my application to the Master of Arts in Education program at Columbia University. Given my previous academic background, a Bachelor of Arts (BA) in Elementary Education from Colorado Mesa University (4.0 GPA), the graduate program at Columbia with its modules in Teaching and Leadership is a perfect fit for me to expand my expertise and make a step towards my goal of completing a PhD in Education, focusing on Rhetoric and Literature in the English language.

While working on my BA at Colorado Mesa University, I have had the incredible opportunity to be at the forefront of education research. The pedagogy of how rhetoric and literature effect elementary level teaching of reading and writing has now become my ambition, and I hope to complete a PhD that surveys these effects. The Master of Arts in Education program at Columbia University would be the next step in my educational journey with the goal of empowering and encouraging students through proficiency in literacy.

Please find the list of attachments and application documents below. It is compliant with the list required on the university website, but if there is anything else you require, or you have any questions, please let me know.

Thank you,

Maria Maverick

THEATRE ARTS COVER LETTER 1



Margot Maverick
555-555-5555 | margotmaverick@email.com
Grand Junction, Colorado 81503

18 February 2023

Dr. Sasha Foxtrot
Theatre Arts Department Head
Colorado Mesa University
Grand Junction, Colorado

Re: Application for Assistant Professor Theatre and Dance

Dear Dr. Foxtrot,

As an Adjunct Performing Arts Lecturer and Doctorate of Theater Arts and Performance Studies graduate, I apply with enthusiasm for this opportunity at Colorado Mesa University.

I am currently a part-time Adjunct Lecturer at the University of Sunnybank, where I teach undergraduate Theatre Making: Scenography and Technology and Drama in Context. I employ a range of traditional and progressive methodology in the planning and delivery of instruction in physical and virtual settings, with an emphasis on field and experiential learning opportunities whenever possible. I see myself as an educator, not just an instructor. I actively promote a flexible, supportive, and dynamic learning environment and encourage students to challenge the material and ask how we can use our knowledge to question the choices we make. I am particularly pleased at the average 97% pass rate my students achieve.

In addition to my lecturing experience and doctorate studies, I hold a Master of Dance Performance. I regularly build upon and complement my theoretical and practical knowledge through field work and by attending professional workshops, conferences, and courses. As well as being a lead performer with the Halliwell Theater Group, I am an avid ballet dancer and teach classes at the Sunnybank Community Center.

I have enjoyed my time at the University of Sunnybank and am grateful for the excellent teaching opportunities offered. I now seek a full-time Assistant Professor role that will enable me to deliver stimulating courses to the next generation of performing artists. Please find attached my curriculum vitae for your consideration. Thank you very much for your time. I look forward to hearing from you regarding next steps.

Yours sincerely,

Margot Maverick

Margot Maverick

THEATRE ARTS COVER LETTER 2



Miles Maverick
970-555-6447 | milesmaverick@email.com
Los Angeles, California 90017

July 17, 2023

Julianna Roberts
Theatre Director of Casting
City of Angels Theatre Company
Los Angeles, California 90017

Dear Ms. Roberts,

I moved to California in January of 2019 to pursue my dream job in Acting. That motivation carries through to all my pursuits in life. When I was a teenager, I acted in the Christmas Carol as one of the children of the town, Plan 9 as "Screaming Edith" and understudy of cast members, and Alice in Wonderland playing "Tweedledum" and understudy of cast members. After this, I have performed with many theatre companies across the state of Colorado including The Children's Theatre, Youth Performance Company, and The Script.

Theater arts is one of my passions. I have been enjoying spending time working in studios and on-location. Furthermore, I have interest in acting in TV shows or Movies. I acted in multiple roles for various directors with diverse methods and styles, easily assessed and assimilated into the challenging environment, interacted with a multitude of people of diverse cultures and socioeconomic backgrounds I have had full-time experience doing acting with corporations such as Fox, Paramount, Nickelodeon, Disney, Universal, etc. I have clocked in over 100s of hours of work. Through that, I have had to be very punctual, and I worked in a high-stress environment for long hours. I had to be full of life and happy at all hours no matter the conditions.

Besides acting, I keep busy learning and following the latest social media marketing trends, finance, sports science, and nutrition. I also play the saxophone, drums, and some piano. I have started and sold two internet companies, where I developed the business plan and marketing strategy, and implemented and executed until profitability.

Enclosed you will find my resume, which further details my skills and work and educational background. I would appreciate the opportunity to meet and speak with you in person. Thank you for your time.

Sincerely,

Miles Maverick

Miles Maverick

THEATRE ARTS COVER LETTER 3



Maddox Maverick
Production Assistant
Chicago, IL 60650
970-724-9692
Maddoxm3@email.com

May 30, 2023

Armand Albert
Head of Production
Birdcage, Inc.
3000 Canary Street
New York, NY 10019

Dear Mr. Albert

Upon review of your job advertisement for a Production Assistant at Birdcage, I felt compelled to submit my application for your consideration. In your job posting you state that you are looking for a production assistant with strong organizational skills and experience in budgeting, post-production and knowledge of media production and communication. As a film and television industry professional with 5+ years of experience in production support, I feel confident that my organizational skills, financial planning skills and enthusiasm will benefit your production team.

During my time at Shutter, I have provided clerical support for TV and Executive producers as well as editors by coordinating and keeping records of each meeting, production rehearsal and staff attendance. Successfully organized 30+ shooting events. I have also assisted the Finance Director in preparing PowerPoint presentations and yearly annual reviews for all company employees. Supported producer in video editing sessions using Adobe Premier, Sony Vegas, and Final Cut Pro—assisted in the production of two prime-time reality TV shows: Cooking with the Stars and Music Masters.

With my academic background in Theatre Arts along with my skills and experience in the TV industry, I am confident that I am a strong candidate for this position. Working for such a prestigious film production company would be a dream come true, as working in the film industry has been what I have been working for my entire career. Joining the Birdcage team would be a seamless culture-fit, as transparency and fostering open and clear communication is something that is important to me personally.

Could I book some time with you for a brief call or meeting to discuss how I may be able to help Birdcage, Inc. achieve its upcoming goals?

Sincerely,

Maddox Maverick