



## COVER LETTER EXAMPLES

Your cover letter is the best way to introduce yourself to the hiring manager, expand upon experiences and skills listed in your resume and explain why you would be an asset to their company.

The **header** of your cover letter should include:

- Your information: name, address, email, phone number
- Today's date
- Company information: contact name, title, company name, company address

The **body** of your cover letter should include:

- Position you are applying for and how you heard about the position
- What distinguishes you from other candidates
- Specific references to the job description and your relevant experience
- Examples of your professional achievements and skills

The **conclusion** of your cover letter should include:

- A reference to why you are a strong candidate for the position
- The company's name
- A personal thank you for their consideration
- Your signature

Visit [merrimack.joinhandshake.com](http://merrimack.joinhandshake.com) to download one of our cover letter templates, upload your cover letter, or make an appointment with your career advisor.

# LIBERAL ARTS

## Tony Smark

59 Iron Road, N. Andover, MA 01845  
Tsmark@merrimack.edu • (555) 555-5555

January 17, 2017

Ellie Gordon  
Senior National Recruiter  
GrassRoots Campaigns  
186 Lincoln St.  
First Floor  
Boston, MA 02111

Dear Ms. Gordon,

I am writing in response to the Assistant Canvas Director position posted on your website. I was referred to this position by Amelie Blum, the Human Resources Director at GrassRoots Campaigns. I would like to be considered for this position, as it will allow me to utilize my strong communication and motivational skills that I gained while working on a campaign in Massachusetts which is a state that values equality and social justice issues and align directly with GrassRoots Campaigns ideologies.

As a recent college graduate, I bring tenacity and strong leadership skills to this position. I have experience in successfully contributing to the campaign of State Representative Nikki Tsongas. While interning with the campaign, I was responsible for managing the volunteers and outreach where we successfully increased voter turnout and won the election. These skills will translate seamlessly to recruiting canvassers to represent campaigns. I also possess a passion for working with individuals of diverse backgrounds which I was able to experience both while working with the Nikki Tsongas Campaign as well as volunteering at Bread and Roses, a non-profit organization in Lawrence, MA.

I welcome the opportunity to speak further with you about the Assistant Canvas Director position and the GrassRoots Campaigns, as I will go above and beyond to contribute to the success of this important organization. Thank you for your consideration; I look forward to hearing from you.

Sincerely,

Tony Smark

# EDUCATION & SOCIAL POLICY

## PAISLEY EVERDEEN

25 Royal Crest Drive, North Andover, MA 01845  
(p) 978-837-5555 | (e) [everdeenp@merrimack.edu](mailto:everdeenp@merrimack.edu)

April 14, 2017

Dr. Harper McPhearson  
Principal  
Atkinson Elementary School  
111 Phillips Brooks Road  
North Andover, MA 01845

Dear Dr. McPhearson,

It is with great enthusiasm that I am applying for the Second Grade Long Term Substitute Teacher position at Atkinson Elementary School that learned about through the School of Education and Social Policy at Merrimack College. For the last four years I have been a part of the North Andover and Merrimack Valley community as a student at Merrimack College and as a student teacher in many public schools. My strong desire to work with children and help them learn and develop, along with my enthusiasm for the teaching profession makes me an ideal candidate.

I did my full semester student teaching at the Tenney Grammar School in Methuen. Here, I was able to work alongside a dynamic teacher in an inclusive classroom and did a full classroom takeover. Working in an inclusive classroom allowed me to learn the different needs of students and adapt my teaching styles to fit the needs of all students. One student in particular who comes to mind had a one-on-one aide and really struggled with the math lessons. I worked very closely with the student and the aide to adapt planned lessons for this student to fully understand. Through constant communication and collaborations with the student and aide I was able to come up with a style that worked best for him. Over the course of the four months I was there, he improved his math grade by a full letter grade and it was a particularly rewarding experience, both for myself and the student.

Additionally, I did an internship through the Peabody Essex Museum summer camp program teaching art history to children ages 6-8. While there, I was able to develop my own curriculum and incorporate teaching strategies to help students get excited about art and learning at the museum. It was particularly challenging as students were on summer vacation and so their focus was of varying levels. I was able to incorporate interactive activities, current museum exhibits and games into the learning experience. This allowed students to continue to learn and grow, but still have a traditionally active summer experience. I also incorporated specific values into my approach and expectations with students. They are very similar to North Andover's "RAISE" values, with a specific focus on respect, inclusion, and empathy.

I look forward to continue promoting RAISE values as part of the North Andover Public School system and am excited to speak with you further about my experience, and I am excited about the opportunity to work with you and your students. I can be reached by phone and email. Thank you for your time and consideration.

Sincerely,

Paisley Everdeen

# SCIENCE & ENGINEERING

## MELISSA L. SMITH

33 Clark Street • Shrewsbury, MA 01545 • (508) 769-1111 • [melissa.smith@yahoo.com](mailto:melissa.smith@yahoo.com)

December 2, 201X

Ms. Jane Smith  
Hiring Manager  
AECOM  
66 Long Wharf, 2<sup>nd</sup> Floor  
Boston, MA 02110

Dear Ms. Smith:

I am writing to apply for the Civil Engineering Internship with AECOM posted on Merrimack College's online jobs board, Advantage. I am currently a junior majoring in Civil Engineering at Merrimack College, and I am interested in working for AECOM as I share the fundamental values of the company including a common purpose of creating, enhancing, and sustaining the world's built, natural and social environments. I have a true passion for innovation, and I am confident that if chosen, I will quickly become an asset to your team.

I have knowledge of engineering principals gained through my course study at Merrimack and through my recent co-op at Fay, Spofford, & Thorndike. In addition, I have all of the transferable skills you are looking for including creative problem solving and taking initiative. For example, during my Transportation Engineering class, I led my team in analyzing data to build an alternative design to a currently unsafe and problematic busy intersection near campus. The design was praised by my professor and won overall best design in the class.

In addition to my experience, I have mastered many engineering technical competencies early on in my education, including lab, equipment, and software skills that are used regularly in the engineering field. For example, I took the initiative to learn and become proficient in AutoCAD and the Full Bentley Suite before they were taught in my classes, and I have general laboratory skills including those in structural testing, fluid mechanics, geotechnical, surveying, and environmental chemistry. Additionally, I have strong attention to detail, and I have a commitment to being a team player and getting the job done well and on time. I am known to stay late and put in the extra hours to make sure projects are done to a proper quality standard. I am consistent in meeting deadlines and have received excellent reviews from my previous supervisors.

Thank you for considering me for this position. I am very interested in working for AECOM and am confident that I am a strong candidate for this position. I can be reached by phone or e-mail and look forward to discussing next steps and my qualifications for the position.

Sincerely,

Melissa L. Smith