



DOMINICAN
UNIVERSITY

Cover Letter Examples

Jaxson Johnson

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November 12, 20xx

Ms. Patricia Hightower
Human Resources
XYZ Company
66 Hollow Road
Oakbrook, IL 61111

Dear Ms. Hightower:

I was excited to learn about your open Human Resources Specialist position. I have enclosed my resume for your consideration. I will be graduating in May of 20xx from Dominican University with a bachelor's degree in business administration. I believe my strong organizational and customer service skills, strengthened through my nonprofit development experience, make me an excellent candidate for this position.

My organizational skills have been honed through my experiences during college. I have worked in multiple part-time positions while successfully managing a full academic load, which has allowed me to develop my time management skills. I also strengthened my customer service skills through my work at Best Buy. I was promoted from Sales Associate to a Sales Lead position within 18 months. I am currently responsible for training all new sales associates to work on the floor and handle customers coming to the returns and service desk.

At Loyola Medical Center's Foundation Department, I work closely with large donors and have access to all donor records. Through face-to-face meetings, email, and phone-based outreach, I helped achieve a 10% increase our annual donations. More relevant to your position, I was part of a team charged with increasing data security. I am familiar with the importance of confidentiality of certain records and protocols, as well as, the more technical issues surrounding data security.

I think I would be an excellent addition to your team at XYZ Company. I am particularly excited to be a part of your department's innovative training program.

Thank you for considering my application,

Jaxson Johnson

Student C. Name

1234 Washington Avenue, Chicago, IL 60123
(630) 555-1234 | student.name@gmail.com

December 3, 2017

Ms. Lauryn Hill
Zoro Tools
909 Asbury Dr
Buffalo Grove, IL 60089

Dear Ms. Hill,

It is with great enthusiasm that I submit my application for the position of Marketing Intern for Zoro Tools. Much like the Fox, I am quick, smart, hard-working, bold, and energetic with a touch of quirkiness that is looking to be a part of a team that loves sprinkled donuts as much as I do.

As you will see from the attached resume, I have gained experience from a variety of marketing roles within the retail industry, ranging from big to smaller scale companies where I was not just the market researcher but also the content developer and social media guru. Having already worn many hats, I would thoroughly enjoy for the opportunity to wear a new foxy hat at Zoro. I am able to take on the responsibility of this position immediately, and have the enthusiasm and determination to ensure that I make a success of it.

In addition to being a self-motivated individual that exemplifies a robust positive attitude, I have a great willingness to embark on new projects – particularly those that pertain to branding. One of my recent projects involved coordinating a rebranding plan for Icing, a sister company of Claire's, Inc. that involved getting to better understand the brand's target market. With the collaboration of a fellow intern we conducted a focus group with 10 individuals, led a brainstorming session with those very same individuals, and developed a survey that was sent out to over a 100 people. This resulted in the development of three data-based recommendations of ways the company could rebrand themselves in order to increase their brand recognition. I believe in applying this same level of willingness to embark in new assignments to tasks as visible as completing brand development projects including customer targeting, equity development, product launches, and digital media campaigns.

Last but certainly not least, I know that Zoro has more than doubled the size of the business while also ensuring a unique business culture filled with free soda and candy, as well as tons of Zoro swag. Because of my experience working with previous organizations that ensure a similar culture as Zoro, I know that they will help me grow in my career while also supporting my weird antics. I have always been impressed by the company's phenomenal results that have been achieved while ensuring a positive working environment for its employees.

I am truly thrilled at the possibility of being a part of the Zoro team, and would love the opportunity to meet with you and discuss the value that I can bring to the company. I appreciate your consideration and look forward to hearing from you.

Best regards,

Student C. Name

Joe Student

1234 Example Lane, River Forest, Illinois
555-555-5555 | joestudent@gmail.com

January 20, 2022

Attn: Ellena Grace Smith
Oak Park Public Library
834 Lake Street
Oak Park, Illinois 60301

Dear Ms. Smith,

I am writing to express my interest in the Collection Management Librarian opportunity at the Oak Park Public Library. I am incredibly excited to be considered a candidate, and believe that I would make a great addition to the team.

I recently completed my Master of Library and Information Science at Dominican University, an American Library Association (ALA)-accredited program. While studying at Dominican, Mr. Garrett Shaw, Executive Director of the Oak Park Public Library, visited for a presentation about career paths within the library and information sectors. During his visit, he spoke about the Library's innovative collection system and how passionate the team is regarding serving the public. His talk strongly resonated with me. It is clear to me that the Library's leadership team is strong, supportive, and truly cares about the community. I would love to contribute to the team.

Although a great deal of my work experience is within customer service, I believe that the skillsets that I have gained from that experience will lend itself greatly to this role and the team. In my previous role as the Assistant Manager at Menard's, I often troubleshoot with customers to resolve issues. I was also charged with our employee schedules in order to maintain coverage on the floor. It is my understanding that you seek a candidate with excellent communication skills, and someone who is service-oriented. I can assure you that my experience within customer service and retail will lend itself nicely to your team. While the programs utilized within retail are a bit different than those within the library and information science field, I am able to learn new programs quickly. Outside of utilizing point of sale systems and other computer programs within my work experience, I also took a variety of classes at Dominican in which we utilized various databases and collection maintenance tools.

In short, I would love the opportunity to join the Oak Park Public Library as the Collection Management Librarian. I very much look forward to speaking with you soon about this opportunity. In the meantime, please do not hesitate to reach out if I can provide any additional information. Thank you for your time and consideration.

Sincerely,

Joe Student