**NAME**

Phone Number | Email Address | Unique LinkedIn URL

December 1, 2021 (Date you SEND the letter)

Name of Person (if applicable)

Name of Company

Mailing Address of Company

City, State, Zip

Dear Hiring Manager,

**WHY (4-6 lines) – Why are you interested in the company, or the position?**

*Include these 5 items: Excitement, job title, company name, where or how you found the job, and why.*

I am excited to apply for the Assistant Director of Career Management at Ohio University College of Business. I found this position while looking on higheredjobs.com earlier today. This position is exactly what I have been searching for, as it brings together career management, student-centered work, and the ability to teach students. Building relationships with the students I work with is extremely important in this field, and I believe this position allows me to do this!

**HOW (8-16 lines) – Tell a story that shows the skills the company wants, with details.**

*This can be two paragraphs with two different stories if you have shorter stories.*

This is your marketing opportunity and a chance to illustrate your value to a company. We do NOT want to restate everything from our resume. Follow the steps below.

1. Look at the job/internship description and identify the skills the company is looking for.
2. Using your previous experiences, craft a story that shows those skills!
3. Introduce your skills and the story. Provide context surrounding what is going on.
4. Provide specific details about what you did during this story.
5. Wrap up your story with the end result/accomplishment and tie it back to the job/company.

\*You may repeat this twice if the story is short, or if you have two different relevant stories.

**CLOSE (2-3 lines) – Short, sweet, and to-the-point wrap up to your letter… say Thank You!**

Thank you for reviewing my application, resume, and cover letter. I believe that I have the skills and experiences necessary to excel in this position. Please do not hesitate to reach out with any questions. I look forward to hearing back from you soon.

Sincerely,

Rufus Bobcat