

Sample Cover Letters

Rebecca A. Meyers

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October 25, 2003

Joe Romby
Target Inc.
100 Hire Me Street
Anywhere, IL 61284

Dear Mr. Romby,

I am interested in applying for the Operations Group Leader position, as advertised on your web site on October 20, 2003. I am currently a master's student in human development and family studies at the University of Illinois at Urbana-Champaign, where I will complete my degree in December. I am extremely interested in working for Target because of its commitment to employee development and its excellent benefits. I believe that the skills and abilities I have developed while working at the University of Illinois would make me an excellent addition to Target's team.

As a teaching assistant at the University of Illinois, I had the opportunity to lead four discussion sections of undergraduate students enrolled in an introductory sociology course. In this capacity, I developed and graded all assignments for the sections, and met with students individually to discuss their progress in the course. I learned how to give both positive and negative feedback diplomatically to students, a skill that I believe will be very valuable throughout my entire career. My teaching evaluations for the course reflected that I was able to interest and inspire the students in my sections, and several of the students commented that my course made them want to enroll in other courses in that field.

As the assistant to the head of our department and as a research assistant, I had the opportunity to work in a team to organize several projects and conferences. Specifically, I organized a visiting weekend for prospective graduate students, where I was responsible for all logistics of the weekend, including social activities for the students and faculty members. I really enjoyed organizing this event, and I think I was able to present our department very positively to these prospective students.

I believe I would be an excellent asset to the team at Target. I have had experiences both leading groups and working as a part of a team, and have had opportunities to apply both the organizational and the analytical skills that I have developed as a graduate student at Illinois. I look forward to discussing with you how I can fit into Target's "fast, fun and friendly" culture, and will follow up with you in a few weeks to ensure you received my résumé. Thank you again.

Sincerely yours,



Rebecca Meyers

809 W. State Street
Urbana, IL 61801
January 25, 2004

Ian Fischer
The Nature Conservancy of Nevada
100 Hire Me Street
Anywhere, NV 89503

Dear Mr. Fischer,

I am interested in applying for the Conservation Planner/GIS Specialist position, as advertised on your web site on January 20, 2004. I completed my master's degree in May 2003 in environmental engineering from the University of Illinois at Urbana-Champaign. As a trained forester, ecologist, and engineer, I have an unusual combination of skills that I believe would fit your requirements well. I am extremely interested in this position because of its multi-disciplinary approach to conservation and because of the organization's commitment to protecting lands and promoting good science.

As first a research assistant and then a research associate in the aquatics ecology lab at the University of Illinois, I had the opportunity to enhance my knowledge of ecological systems. I have nearly three year of experience on GIS systems and even developed a new 3D component to use on our lab's ArcView software system. I also had to work collaboratively with a variety of different groups, including the students who I oversaw and the scientists and administrators who funded our lab.

As a teaching assistant at the University of Illinois, I had the opportunity to lead summer fieldwork sessions and work one-on-one with undergraduate students enrolled in a forestry field studies course. I also developed and graded many assignments, met with students individually to discuss their progress in the course, and learned to give both positive and negative feedback diplomatically to students, a skill that I believe will be very valuable throughout my entire career. My teaching evaluations for the course reflected that I was able to interest and inspire the students in my sections, and several of the students commented that my course made them want to enroll in other courses in that field.

I believe I would be an excellent asset to the Nature Conservancy. I have developed the technical experience required for the job through my education and research experiences, and have also been able to hone my leadership, communication, and organizational skills through my positions as a teaching assistant and a research associate. I look forward to speaking with you in person soon, and will follow up with you in a few weeks to ensure you received my résumé. Thank you again.

Sincerely yours,

A handwritten signature in cursive script that reads "Jonathan Michaels". The signature is written in black ink and is positioned below the typed name.

Jonathan Michaels