

# Career Services and Professional Development

## Cover Letter Example

First Name Last Name  
(XXX) XXX-XXXX ▪ [email@yhc.edu](mailto:email@yhc.edu)

Month Day, Year

Job/Role Title

Organization/Business Title

Dear Dr. John Doe:

I'm beyond excited to be submitting myself as a candidate for (Job/Role Title) position with (Organization/Business Title). In recent years, my experiences with working in (Skill/Previous Responsibility), (Skill/Previous Responsibility), and (Skill/Previous Responsibility) has inspired me to pursue a career in (Career Field/New Role).

Through my involvement with (blank), I've gained a holistic understanding of what (Knowledge Base That Informs Experience/Skills), as well as (Knowledge Base That Informs Experience/Skills). Through my studies of (Academic Field/Topic) and my experience in developing research focused on (Academic Field Topic), I've developed an understanding of the (Major Takeaways of Academic Field/Topic That Correlate to Role). I've applied this understanding in my own workplaces, (Leadership/Specialized/Skillful Tasks or Responsibilities) producing consistently positive results for my employers. Working in a leadership position in a fast-paced environment gave me the ability to quickly identify and solve problems, develop effective procedures for my team, and to nourish positive relationships with team members to ensure continued success.

Working in various (blank) industries has taught me the importance of productive collaboration with team members, clear communication with both employees and customers, and maintaining an honest and responsible attitude in the workplace. I've also learned that being flexible, knowing when to lead and when to follow, and striving to maintain a standard of excellence are abilities that provide immeasurable value to any team in any industry. My educational and research experiences have allowed me to cultivate my oral and written communication skills through (blank), as well as taught me the importance of approaching every task with strict organization and clear planning.

If given the opportunity, I am confident that through combining my willingness to learn with the leadership abilities I've gained during past experiences, I could exceed the expectations and responsibilities required of this role. I cannot understate the sense of fulfillment I would gain through contributing to the (blank). Being allowed the opportunity to serve (blank) at (Organization/Business Title) would be extremely exciting.

Sincerely,

First Name Last Name

