

Cover Letters

For Undergraduate Business Students

SAINT LOUIS UNIVERSITY

John Cook School *of* Business

Career Resources Center

WRITING A COVER LETTER

Firstname Lastname

Street Address | City, State Zip | Cell Phone | E-Mail Address

Date of Letter (with month spelled out)

Firstname Lastname

Title

Employer

Address of Employer

Dear Ms. / Mr. Lastname:

Use Business Professional writing style when writing a cover letter. Take the time to research the address of the employer and include at the top. Research the person to whom you are sending the letter. If you don't know, use the phrase, "Dear Hiring Team".

The opening paragraph should state why you are writing, the position for which you are applying, and how you found the position. If someone referred you, include that as well. State why you are interested in the position or company and provide a one sentence summary of the skills and your educational background that make you qualified for the position. Make it clear why you want to work for THEIR company.

The second and optional third paragraph includes your skills and job-related qualifications. Let reader to quickly see that you are qualified for the role. Give examples demonstrating your skills and experience while highlighting the skills mentioned in the job description. Limit the use of passive voice (ex. I was club treasurer vs. I served as club treasurer). Be careful not to begin each sentence with "I" or copy bullet points from your resume; your cover letter should be distinct from your resume.

Approaches for this section of the cover letter:

- Select an experience and highlight the skills you have relevant to the job.
- Select one or two categories of skills and give examples of how you have those skills.
- Use a bulleted list to highlight your most relevant skills to the position.

The final paragraph should state that you would like to interview and discuss further how your qualifications meet the needs of the company. Most employers welcome candidates who are proactive, such as indicating you will contact them in one week to arrange a meeting. Be sure to thank the reader for their time in considering you as an applicant.

Sincerely,

Firstname Lastname

Firstname Lastname

Street Address | City, State Zip | Cell Phone | E-Mail Address

Date of Letter (with month spelled out)

*Remember to not duplicate
what is already on your resume.*

Firstname Lastname

Title

Employer

Address of Employer

Dear Ms. / Mr. Lastname:

I am writing to apply for the intern analyst position at **[INSERT COMPANY NAME]**. I was excited to learn about this position on Saint Louis University's recruiting database, Handshake. This internship would be a good fit for my skill set and I am eager to begin my career in finance analysis. I am very impressed by **[INSERT COMPANY NAME]** ranking on the FactSet Mergerstat's Top U.S. Financial Advisors and the sheer number of transactions the firm has successfully completed. Currently, I am a junior at Saint Louis University pursuing a Bachelor of Science degree in Business Administration with concentrations in Finance and Economics.

Past employers have noted my attention to detail, initiative, and proficiency. While an administrative assistant at a local organization, my manager commended me on my ability to handle an intense workload while producing thorough work. I was able to digitize and manage thousands of documents while working proficiently both independently and on small teams.

Through an internship in the Business and Finance Department at Saint Louis University, I gained experience in accounting by balancing and maintaining accounts in excess of \$1 million. I demonstrated my work ethic, capability, as well as my aptitude for technology and software. My organizational and time management skills became essential during the fast-paced and deadline-filled closing of the fiscal year.

I believe my professional skills would be a great asset to **[INSERT COMPANY NAME]**. The chance to work for such a renowned company would be an incredible first step in my career. I would appreciate the opportunity to discuss my qualifications with you in an interview. I am best contacted by email or phone. Thank you for your time and consideration.

Sincerely,

Firstname Lastname

Firstname Lastname

Street Address | City, State Zip | Cell Phone | E-Mail Address

Date (with month spelled out)

Mr./Ms. Firstname Lastname

Title

Company Address

City, State ZIP

Make sure to give examples to show your skill and experience and highlight the skills mentioned in the job description.

Dear Mr. / Ms. Lastname:

I am very excited and interested in acquiring a marketing internship at **[INSERT COMPANY NAME]**, which I found through a search on Saint Louis University's Handshake database. Currently, I am a junior at Saint Louis University pursuing a Bachelor of Science degree in Business Administration with a concentration in Marketing.

I had been working on a number of academic marketing research projects for last two semesters, through which I developed insight of consumer buyer behavior and current marketing trends. Through my class presentations and group discussions, I have developed strong communication and persuasion skills, which would help me work effectively with internal and external customers of **[INSERT COMPANY NAME]**.

During my business education, I devised 3 successful marketing plans for the firms mentioned in my resume, and was recognized for high quality work and strict adherence to deadlines. My genuine interest in pursuing this internship using my professional experiences will allow me to contribute immediately to your organization.

All of my of my work experience has been geared toward sales and serving customers. As an assistant at a veterinary clinic and an intern at a winery, I have effectively interacted with people and learned to handle everything from complaints to compliments. I am confident that through my work experience and interpersonal skills, I can meet both the company's and consumers' needs.

Per your requirements, I am a skilled user of Microsoft Excel and Word. In addition, I am expert in maintaining marketing campaigns through social media and am familiar with Adobe CS6, InDesign, Illustrator and Photoshop.

Between my work and life experience, along a solid marketing education, I am certain that I am an solid candidate for your internship. I look forward to learning about the next steps in the selection process and assure you that my commitment, enthusiasm, and professionalism will be a significant value to your team. Thank you in advance for your time and consideration.

Sincerely,

Firstname Lastname

Firstname Lastname

Street Address | City, State Zip | Cell Phone | E-Mail Address

Date of Letter (with month spelled out)

Firstname Lastname

Title

Employer

Address of Employer

You can use a bulleted list to highlight your most relevant skills for the position. Be sure NOT to copy bullets directly from your resume.

Dear Mr. / Ms. Lastname:

I am writing to apply for the Associate Business Analyst position at **[INSERT COMPANY NAME]**, which I found through Saint Louis University's Handshake database. As a college graduate with a Bachelor of Science in Business Administration and a concentration in Economics, I believe my organization, communication, and problem solving skills would make me a strong asset to **[INSERT COMPANY NAME]**.

Throughout my education and work experience, I have developed my interpersonal, teamwork, and analytical skills and gained a broad understanding of contemporary business environments, on both macro and micro scales. Highlights of my diverse academic and professional background include:

- Work on a team to present ideas for improving the efficiency and profitability of a local restaurant chain to business owners
- A track record for success on projects due to an uncompromising attitude for quality, attention to detail, and technical proficiency
- Travel to South America and meeting with business leaders to better inform a collaborative presentation on the Latin American business environment
- Efficiently collecting, analyzing, and organizing reports and relevant information
- A strong customer service background with demonstration of exceptional communication skills

The combination of my educational background and work experience make me a strong fit for the Associate Business Analyst position. I would love an opportunity to interview and further discuss how my skills would be beneficial to **[INSERT COMPANY NAME]**. I am best contacted by phone or email. Thank you for your time and consideration!

Sincerely,

Firstname Lastname