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Cover Letter Example

Your Name
Your Phone Number
Your Email

September 10, 20XX

Name, Title
Organization
Address
City, State, Zip Code

Dear Mr./Ms. Last Name:

First Paragraph:

Reveal your purpose and interest. Identify the position and your source (online database, website, friend, colleague, employee, etc.).

I am applying for the Assistant Manager position advertised in the *Legislative Journal* this week. I am currently employed as a Legislative Intern for Assemblywoman Jane Smith, Chairperson of the New York State (NYS) Assembly and the position as Assistant Manager fits well with my education, experience and career interests.

Subsequent Paragraphs:

Outline qualifications that match position requirements. Provide evidence and examples that illustrate your related education, experience, skills, and accomplishments.

I accepted my current position because of the emphasis on the writing and research skills, which are applicable to your requirements for an Assistant Manager. I have a Bachelor of Arts in Political Science and my experience in the NYS Assembly has afforded me the opportunity to become familiar with the consolidated laws of the State of New York. I also have extensive experience in legal and policy research. In my current position as Legislative Intern, I prepare personal legislation, which deals with issues relevant to my committee role as Senior Member of the NYS Assembly Standing Committee.

In response to your search for an Assistant Manager, I believe my experience in the Legislature, and my research and writing skills qualify me for consideration. If you would like, I can provide you with current samples of my work.

Final Paragraph:

Request an interview and specify how you may be contacted.

To further acquaint you with the specifics of my background, I am enclosing my résumé. I look forward to meeting with you and discussing my qualifications in more detail. Please feel free to contact me at 817-123-4567 or via email at yourname@email.com. I will follow up next week to check on the status of your search. Thank you in advance for your consideration.

Sincerely,
Your Name