**LETTER TEMPLATE**

**COVER LETTER FOR A RESUME**

Hello,

There are at least two less-than-obvious ways to improve your vocabulary (and by extension, your copywriting skills): studying for the GRE and becoming a crossword puzzle enthusiast. I’ve done both, but for this job application, I’d like to focus on the latter.

My grandmother was the best writer I’ve ever known. She wasn’t a professional writer, but her gift and love of writing was something we shared. It wasn’t until last year that I also took up her love of crossword puzzles and immediately saw how the two went hand in hand. Before long, I was solving Monday through Wednesday puzzles in the New York Times, needing to look up words less and less frequently as time passed. Soon, I was able to complete Thursday to Saturday, too. Throughout this process, I could feel my stock of quips, rejoinders and turns of phrase steadily growing. Eventually, I worked up the courage to attempt the Sunday puzzles.

It was this courage that was the real turning point for me. In my current agency, I was already known as a hard worker and creative spirit; my peer and manager evaluations had made this clear. But while I felt confident in my abilities, I had never seen myself as particularly daring. Considering new challenges and mastering each one along the way had given me a renewed sense of myself and clarity about my chosen profession.

I began a career as a copywriter because I was skilled at finding combinations of words to fit a thought or feeling. I’m continuing down that path because I’ve realized how I can shape and hone that skill to reach new heights. I’d like copywriting at **[name of company]** to be the next step in my journey.

All the best,

**[your name]**