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COLLEGE COVER LETTER



[Today’s Date]

[Hiring Manager’s Name]

[341 Company Address]

[Company City, State xxxxx]

[(xxx) xxx-xxxx]

[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Manager’s Name],

My name is [Name] and I’m pleased to be applying for the position of [Position] at [Company Name]. I was ecstatic to find this opening at [Website / Job Board] and feel that my skills and studies make me a perfect fit for the role.

As a senior at UCLA in the English department, I have a wealth of experience in conducting research and compiling written reports and analyses of my findings. My time studying abroad in England allowed me to hone my interview, research, and writing skills, culminating in the approval of a 6,500-word thesis. Furthermore, my work as a tutor required extensive time management and collaboration efforts, preparing me for the deadlines and team demands of [Position] at [Company].

Some highlights from my relevant experiences include:

·      Conducting research spanning 3 cities in England, interviewing over 10 individuals

·      Improving tutoring-subject writing scores by 40%

·      Receiving an average score of 9/10 on tutor review surveys

What draws me most to [Company] is your work in the international publishing field. Having studied the effects of literature overseas, I believe I can lend some expertise to your efforts to research and development new techniques for breaking into international markets.

I’ve enclosed my resume, which further details my education and experience. I look forward to the opportunity to discuss my skills and qualifications in person at your earliest convenience. Please reach me by email at [Email Address] or by phone at [Phone Number]. Thank you for your time, and I look forward to hearing from you soon.

Sincerely,

[Your Name]

your.name@gmail.com

(XXX) XXX-XXXX

142 Your Address Blvd, City Name, CA XXXXX