

Sample Cover Letter: Reply to Specific Posting

5555 Smith Ave.
Harborcreek, PA 16421

July 23, 2016

Ms. Jennifer Jones
Employment Operations Supervisor
Erie Insurance Group
100 Erie Insurance Place
Erie, PA 16555

Dear Ms. Jones:

I am writing to submit my application for the Actuarial Analyst I position. After monitoring the current openings at Erie Insurance, I was very pleased to see this particular position become available. Erie Insurance is known in the community as a company that takes care of its clients and employees which matches my values. My strong statistical and mathematical backgrounds, accompanied by my teamwork skills, match your desired qualifications very well.

During my time at Penn State, I have developed excellent analytical and problem-solving abilities through a number of academic projects that required strong logic and creativity. I have worked on many projects using SAS and R to organize, analyze, and interpret large and complex statistical datasets, converting them into clear and concise answers. These are precisely the statistical and mathematical skills that I would use as an Actuarial Analyst. Additionally, since graduation in May, I have continued to further my knowledge by studying in preparation to take the 1/P exam that I am scheduled to take in early August.

As you can see on my resume, I collaborated with a team to create a business model for a mobile phone and social network application web business. We then spent the semester crafting the entire business plan. We covered every detail from financial projections to marketing strategies and contingency plans. At the end of the semester we presented the plan to our class. This specific experience greatly enhanced my delegation and time management skills as we had to divide the workload and meet weekly deadlines. I would use these teamwork skills at Erie Insurance as I work on team projects throughout the year.

My skill set is tailored specifically to this Actuarial Analyst I position and that I can be a valuable asset to Erie Insurance. I welcome the opportunity for an interview and I can be contacted by phone (814-555-5555) or by email (bb5555@yahoo.com). I look forward to hearing from and meeting with you soon.

Sincerely,

Bruno Behrend

(This format is an example of a cover letter electronically submitted as a PDF attachment)

Sample Cover Letter: (Prospective Inquiry) Company you are targeting

To: smith@companyapp.com
Subject: Experienced Student Seeking IT Position
From: rrr5555@psu.edu

Dear Mr. Smith:

After researching your company's website and services extensively, it is evident that you employ individuals with critical thinking and creative problem-solving skills. I believe that my technical skills and experiences could be a perfect fit for a position within your company.

Evidence of my critical thinking ability and problem-solving was recently showcased during the creation of the most recent app that I have developed. I created an app that can be used by students to save time when purchasing textbooks. This specific project required market analysis and planning, which included legal issues, copyright issues, access restrictions and data integrity.

As you will see within my attached resume, employment in several small businesses has given me the opportunity to become involved in problem solving, cost-reduction strategies, scheduling, and long-range planning from the small business perspective. Through networking and informational interviewing, I have learned that these are important aspects of your company's strategic plan.

Beyond pursuing a Bachelor of Science in MIS that I will complete in May 2016, I hope that you notice that I am also pursuing a minor in Communication Arts and Mass Media, along with a certificate in Enterprise Resource Planning with SAP.

Thank you in advance for reviewing my information. I appreciate your time and hope to meet with you in the near future to discuss potential openings at CompanyApp, along with my qualifications. Please do not hesitate to reach me at 814-555-5555 or rrr5555@psu.edu.

Sincerely,

Rebecca Reed

(This format is an example of a prospective letter sent within the body of an email with resume attachment)

Sample Cover Letter: Follow-Up with someone you have met

2340 Cedar Street
Jeanette, PA 15678

October 2, 2016

Rita Hopsecger
Office Manager
Schaffner, Knight, Minnaugh & Company, P.C.
1545 West 38th St.
Erie, PA 16508

Dear Ms. Hopsecger:

I spoke to you briefly at the Penn State Behrend Career Fair on September 30, 2015 about full-time employment. I am submitting my resume for a full-time position with Schaffner, Knight, Minnaugh & Company P.C. as we discussed.

While completing my Bachelor of Science degree in Accounting, I achieved many of the goals that I set for myself, such as graduating in four years with 150 credits to sit for the CPA exam upon graduation. I thoroughly enjoy a good challenge and that has been my motivation in concurrently majoring in Project and Supply Chain Management. I felt this major would provide a deeper understanding of the business structures and strategies involved in the manufacturing industry, which represents a large portion of the regional business sector. This knowledge will inform strategic planning, which we discussed as part the management letter process in SKM's auditing services.

To start saving money to fund my college education, I began working at a pizza shop during my sophomore year in high school. I was hired as a delivery person and shortly afterward was trained to be a cook. After graduating from high school, I was promoted to shift manager. Although I averaged approximately 40 hours a week at Pizza Junction, I was still able to maintain a 3.83 GPA in high school and a 3.5 GPA in college while carrying a full load of 18 credits per semester.

My work ethic on the job, at work, and at school, clearly demonstrates that I am a capable, responsible, trustworthy, and hard-working individual. I believe that these qualities and my education would make me a valuable asset Schaffner, Knight, Minnaugh & Company P.C.

The enclosed resume further outlines my skills, work experience and education. I will be available for an interview any time that our schedules are compatible. I can be contacted at (814) 555-7890 or by email at exn123@psu.edu.

Sincerely,

Edward Nick

(When a signature is requested, sign and scan the document.)

Edward Nick

(This format is an example of a cover letter electronically submitted as a PDF attachment)