



UF CAREER CONNECTIONS CENTER

Cover Letter Samples



UF CAREER CONNECTIONS CENTER

Alberta Gator

Gainesville, FL 32611 | 352-290-5678 | albertagator@ufl.edu | [linkedin](#)

April 4, 2019

John Smith, Southeast Recruiter
Generic Corporation
750 Headquarters Parkway, Suite 123
Research, CA 75847
Job ID: 999999

Dear Mr. Smith:

In May 2019, after four years of leadership and service as a student at the University of Florida, I will be graduating with a Bachelor of Arts in International Studies with a Minor in Business Administration. I recently learned about Generic Corporation's three-year management rotational program from Alberta Lagator, the Director of Sales for Generic Corporation and a great mentor of mine. I strongly believe that my education and previous management experience qualify me for this position.

In the summer of 2018, I had the opportunity to work with All-State Insurance as a Human Resources Intern. As an intern, I rewrote the job descriptions to coincide with an extensive recruitment effort. I also facilitated training seminars for my supervisors on topics such as disciplinary action, sexual harassment, and discrimination. In addition, my part-time job throughout college as an Assistant Manager at Pop's Deli has allowed me to gain the customer service and problem solving skills necessary to manage day-to-day operations of Generic Corporation.

I am confident that I would be a valuable addition to Generic Corporation due to my coursework and understanding of global business exchanges. In my research, I found that Generic Corporation recently won the Service Retailer of the Year Award in Customer Service at the National Retailing Conference. As a member of Golden Key Honor Society and the recipient of the Brilliance in Service Award, I am eager to be a part of an organization that actively strives for greatness. My ability to work well with customers and other managers will allow me to contribute to the culture described in Generic Corporation's motto, "Excellence Inside and Out".

As a proven leader with relevant experience, I am excited to submit my application for consideration. If you would like to discuss my qualifications further, please feel free to contact me at (352) 392-1601 or at ibgatorman@gmail.com. Thank you so much for your time and consideration. I look forward to hearing from you.

Sincerely,

Alberta Gator

Alberta Gator



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ALBERT GATOR

Amlagator@gmail.com • J. Wayne Reitz Union • Gainesville, Florida 32611 • 352.392.1601

July 3, 2019

Jane Doe, Human Resources Specialist
HealthCARE Specialty Clinic, UF College of Medicine
750 13th Street, Suite 123
Gainesville, FL 32611
Job ID: 999999

Dear Ms. Doe:

In May 2019, after shadowing various health professionals and clinical volunteer experiences as a student at the University of Florida, I will be graduating with a Bachelor of Science in Health Education and Human Behavior with a minor in Nutrition. I recently learned about the Certified Nursing Assistant position focusing on geriatric health at HealthCARE Specialty Clinic through the online posting on Indeed.com. Through my volunteering, clinical shadowing, and CNA certification, I am a well-qualified for this position and excited to join HealthCARE's nursing team.

In my volunteer experience at the Westside Samaritans Clinic, I have served patients by performing intake procedures and providing quality assistance to the physicians and health professional team. At the clinic, I have expanded my understanding of what it looks like to serve an older population and the specific challenges the elderly face on a day to day basis. I assisted our low-income elderly patients with basic mobility around our clinic and demonstrated compassion and empathy to this high-needs population. Within many unique cases at the clinic, I have educated clients on the various low-income services we provide and used active listening skills to best communicate specific concerns to physicians. Throughout these this procedures and interactions, I learned how to properly document patient health information through scribing and talking with physicians about treatment plans at Westside Clinic.

HealthCARE Specialty Clinic's mission to provide resident-centered healthcare through personalized spirituality and quality of life initiatives overlaps perfectly with my desire to practice holistic treatment. In my coursework, I've learned about geriatric patients specific needs with regard to their personal care and activities. Building strong ties between medical teams and stakeholders in the patient's social support system is imperative in highlighting their sense of independence and autonomy. The holistic manner of practice at HealthCARE Clinic resonates with my career values and goals.

I am excited to submit my application for consideration. If you would like to discuss my qualifications further, please feel free to contact me at (352) 392-1601 or at amlagator@gmail.com. Thank you so much for your time and consideration. I look forward to hearing from you.

Sincerely,

Albert Gator

Albert Gator

UF CAREER CONNECTIONS CENTER

Allie Gator

Gainesville, FL 32611 | 352-290-5678 |
albertagator@ufl.edu | linkedin

January 24, 2020

Mr. Craig Thomas
Senior Architect
TM Architects
4459 Rosewood Lane
New York, NY 10022

Dear Mr. Thomas:

I wish to express my strong interest in working with TM Architects as a Junior Designer. After nearly three years in the design and construction industry and my recent graduation with a Bachelor of Design in Architecture from the University of Florida, I believe I would bring several areas of competence to TM Architects. My resume, detailing my professional background, is enclosed for your review and consideration.

In my current position, I teach 20-30 high school students the fundamentals of design and architecture in a dynamic studio setting. I coordinate various projects with the students and work under demanding deadlines. I also incorporate all sorts of design and technology programs into my instruction and integrate plenty of one-on-one time, which assists with relating information without industry jargon and strengthening relationships with clients. In my past experiences, even as an intern, I have contributed to the design of numerous high-rise and commercial projects, including the Goliath National Bank in New York and the newly opened outdoor urban mall in Gainesville, FL.

Through these and other projects detailed in my resume, I am experienced with building materials and systems, sustainability techniques, technological design systems and construction management on various complex projects. I have extensive experience with a broad range of design and management software including AutoCAD, Sketchup, Rhino 3D, 3DS Max and Adobe Suite to name a few.

I would very much like to speak with you about the designer opportunities and the ways you can utilize my expertise. Please feel free to contact me at 212-555-0121 or at ted.e.mosby@gmail.com. I look forward to speaking with you about this opportunity with TM Architects. Thank you for your time and consideration of my credentials.

Sincerely,

Allie Gator

Allie Gator



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ALBERT GATOR

Gainesville, FL 32611 | 352-290-5678 | albertagator@ufl.edu | linkedin

July 28, 2019

Joana Garcia
1301 K Street NW
Washington, DC 20071
Job ID # 927393

Dear Joana,

In May 2020, after four years of leadership and service as a student at the University of Florida, I will be graduating with a Bachelor of Arts in Journalism and a Minor in Mass Communication Studies. As a life-long reader of *The Washington Post*, I was pleased to see an open position for a Copy Editor. I am positive I would be a great asset to the editing team at *The Post*. My past work experiences and the skills I have developed and refined in the process have prepared me for the duties required as a Copy Editor at *The Post*.

In my current position as Editor-in-Chief of the satirical newspaper, *The Crocodile*, I have supervised a team of 10-15 and have overseen the production of over 24 volumes of *The Crocodile*. Though much smaller in size in comparison to *The Post*, I have been able to familiarize myself with every aspect of newspaper publishing. During my term, I have recognized the importance of timeliness, of thinking outside the box to come up with creative ideas and of taking ownership over my actions. My team relies on me to make the right call and deliver a quality newspaper, regardless of the obstacles that come our way. Further, my experience as an editor across various mediums in the last three years has improved and polished my superior attention to detail, which will prove to be beneficial as a Copy Editor at *The Post*.

I am confident that I would be a valuable addition to *The Post* due to my coursework and comprehensive experience in the field of journalism in the last four years. In my research, I found that *The Washington Post* was recently named one of the most innovative media companies of 2018. I am eager to be a part of an organization that actively strives for greatness in the ever-changing future of media and media technology. My background in mass communication studies as well as my readiness to incorporate the latest technology into my routines will allow me to contribute to *The Post's* mission to deliver content that connects readers "on a scale never before achieved."

As a proven leader with relevant experience, I am excited to submit my application for consideration. If you would like to discuss my qualifications further, please feel free to contact me at 352-555-0121 or at rlpalange@gmail.com. Thank you so much for your time and consideration. I look forward to hearing from you.

Sincerely,

Albert Gator

Albert Gator



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Alberta Gator

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January 29, 2020

UF Department of Psychology

945 Center Dr.
Gainesville, FL 32603

Dear Dr. Mintz:

I am interested in the Graduate Assistant position at the University of Florida Department of Psychology under your supervision. As a Psychology major with a minor in Statistics, I am eager to start a position that will supplement all I have studied the last four years and what I will continue studying throughout my graduate program. My background as a teaching and research assistant, along with my eagerness to excel, makes me an excellent candidate for this position.

I am confident I will be an invaluable graduate assistant due to my experience with teaching undergraduate-level courses alongside Dr. Chandler and my commitment to my current research project with Dr. Bluck. Holding weekly office hours, I was able to work one-on-one with students, helping them understand the academic material and provide Dr. Chandler much-needed classroom support. Additionally, my experience working in the lab with Dr. Bluck allowed me to familiarize myself with the different stages of the research process. My ability to serve as an instructor for your undergraduate level course as well as contribute to your own research will make me a great addition to your team.

Though I enjoy all branches of psychology, I take special interest in [professor's research area] as well. I particularly enjoyed your article on "[article name]." I would like to get involved in this type of research and hopefully write my dissertation on it. After nearly two years in the lab, my interest has deepened, and I hope to become an expert in the field like yourself. I have learned what research looks like and I am eager to perform more of it alongside you.

My experience, education, and enthusiasm will allow me to thrive and exceed your expectations. Your consideration of my credentials would be greatly appreciated. If you have questions, or if you want to schedule an interview, please contact me at 727-555-0121 or at annecarlson@gmail.com. I look forward to meeting you to further discuss opportunities with the UF Psychology Department. Thank you for your time and consideration.

Sincerely,

Alberta Gator

Alberta Gator