

[DATE]

[NAME OF HIRING MANAGER, TITLE]  
[NAME OF COMPANY]  
[ADDRESS]  
[CITY, STATE ZIP]

Dear [MR. OR MS.][LAST NAME]:

I recently learned about your opening for a [NAME OF POSITION] at [NAME OF COMPANY] and I am interested in learning more about the opportunity. With a background in [YOUR SKILLS] and experience [DOING WHAT THEY NEED], I believe I could be a good fit for the role.

I currently wrapping up my studies as Master of Business Administration candidate at the University of Delaware, concentrating in [YOUR MAJOR]. Previously, I worked as a [recent role(s)] where I was able to [one or two accomplishments related directly to the job posting]. Each role I've held has helped me develop my professional skills, and I'm eager to build upon these achievements in an environment where my commitment to growth will be an asset.

I'd welcome the chance to discuss your needs and how I might contribute to your efforts as a [NAME OF POSITION]. My resume is attached for your review. I can be reached via email at [yourname@udel.edu] or by phone at [XXX-XXX-XXXX]. I look forward to hearing from you soon.

Thank you for your time and consideration.

Sincerely,

[YOUR NAME]

Graduate Cover Letter Example



UNIVERSITY OF DELAWARE  
**LERNER BUSINESS  
& ECONOMICS**

**Lerner Career Services**

One South Main Street · lernercareerservices@udel.edu  
lerner.udel.edu/career-services

[DATE]

[NAME OF HIRING MANAGER, TITLE]

[NAME OF COMPANY]

[ADDRESS]

[CITY, STATE ZIP]

Dear [MR. OR MS.][LAST NAME]:

I heard about your search for a [NAME OF JOB] at [NAME OF COMPANY], from [NAME OF REFERRING PERSON]. [S/HE] encouraged me to reach out and forward my resume for your consideration.

It's clear from the job posting that you are looking for someone who can **X, Y, and Z [SEVERAL KEY ITEMS FROM THE POSTING]**. My background and experience is closely aligned with these functions. Specifically, I have:

- Managed...
- Increased...
- Handled...
- Built, written, collected, analyzed, reported, etc.

I believe that my expertise would be a good match for [COMPANY NAME], and I would welcome the chance to meet with you to further discuss the role and how I could make a contribution to your efforts. I appreciate your consideration and thank you for your time.

Sincerely,

[YOUR NAME]

Graduate Student Cover Letter



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**LERNER BUSINESS  
& ECONOMICS**

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