

[DATE]

[NAME OF HIRING MANAGER, TITLE]

[NAME OF COMPANY]

[ADDRESS]

[CITY, STATE ZIP]

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

Thank you for considering my application for the [NAME OF POSITION] with [NAME OF COMPANY]. I learned about the opening from [NAME OF JOB BOARD OR PERSONAL REFERRAL]. I was especially attracted to the role because [WHY], and believe my background and experience in [FIELD], could be a good fit.

As I reviewed the job posting, I saw a number of overlaps between the demands of the job and my own skill set. Specifically, I have [NAME SPECIFIC ACHIEVEMENTS OR SKILLS HERE]. I'd be excited to apply this background as a member of your team.

I'm in the process of wrapping up my studies in [MAJOR] at the University of Delaware, where I took on several leadership positions in [SPECIFY GROUP PROJECTS, CLUBS, ORGANIZATIONS]. During the summer of [20XX], I interned at [NAME OF COMPANY AND DEPARTMENT], where I was able to validate my interest in the industry and get some meaningful real-world experience with work in [WHAT YOU DID].

I'd love the chance to learn more about the opportunity and discuss how I could contribute to your efforts. Please contact me if you need any additional information. Thank you for your time and consideration.

Sincerely,

[Your Name]

Undergraduate Cover Letter Example



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lerner.udel.edu/career-services

[DATE]

[NAME OF HIRING MANAGER, TITLE]

[NAME OF COMPANY]

[ADDRESS]

[CITY, STATE ZIP]

Dear Hiring Manager:

I am interested in the [NAME OF POSITION] role at [NAME OF COMPANY], a job post I saw on Handshake at University of Delaware. The position looks like it could be a great fit, and my work and academic experiences aligned with the responsibilities you outlined in the posting. Specifically, I have:

- Worked as a business analyst with Bank of America as a summer intern in [20XX], where I learned how to work with a diverse team of people to produce a number of reports. I supported the Financial Service systems by participating in the planning and execution of QA/UAT testing of applications, collecting and analyzing requirements, reporting and tracking defects to various business and technical teams, and using SQL to extract data and validate test result in different databases.
- Contributed to the development of a new account application, documenting the important steps in the process, and communicating with developers and business teams throughout the full life cycle of the development using Agile methodology.
- As a senior majoring in management information systems, I have studied and developed skills in finance, management, marketing, IT and data analysis. I also learned a lot about project management...[ANYTHING ELSE RELEVANT TO THE JOB]

With my abilities to learn quickly, be flexible in any working environment and multi-task, I am confident that I could add value to [NAME OF COMPANY] as a [NAME OF POSITION].

Thank you for your time and consideration. I look forward to hearing back from you.

Best regards,

[YOUR NAME]

Undergraduate Cover Letter Example



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