

Your Name

Address | City, State Zip | 555-555-5555 | student@udel.edu | linkedin.com/in/yourname

[DATE]

[NAME OF HIRING MANAGER, TITLE]

[NAME OF COMPANY]

[ADDRESS]

[CITY, STATE ZIP]

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

I am known for my entrepreneurial vision and translating vision into revenue generation and productivity, thriving in a diverse and fast-paced executive environment. Please consider me for the position of [NAME OF POSITION] as advertised in the [ENTER WEBSITE, ETC.]. As VP of Sales & Operations, I substantially drive revenue growth by utilizing my expertise in process improvement, new business development, product expansion, and revenue enhancement strategies. I am confident that my application of these and my many other qualifications would be an asset to your company.

If you are in search of a VP of Sales & Operations with turnaround strategy, corporate vision, and operational integrity, then I strongly suggest we meet to discuss the benefits and return on investment I can bring to [COMPANY NAME]. I have included a small sample of the profound impact I can bring to your organization:

- Increased revenue \$49M encompassing all aspects of product sales.
- Increased revenue growth 20- 30% annually as VP of Sales & Operations, capitalizing on diversified product lines, and business expansion.
- Recovered \$500K annually through redesigned processes by streamlining debt reconciliation.
- Exceeded the corporate expansion goal of 20 % by cultivating new vendor relationships while maintaining solid long-term relationships with suppliers.

I believe that my expertise would be a good match for [COMPANY NAME], and I would greatly appreciate the opportunity to meet with you to further discuss my qualifications. I have enclosed my resumé, which further details my professional achievements. I look forward to speaking with you to discuss my interest in working for your company and the fresh approach I would bring to the position. I appreciate your consideration and thank you for your time.

Sincerely,

[YOUR NAME]

Your Name

Address | City, State Zip | 555-555-5555 | student@udel.edu | linkedin.com/in/yourname

[DATE]

[NAME OF HIRING MANAGER, TITLE]

[NAME OF COMPANY]

[ADDRESS]

[CITY, STATE ZIP]

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

I am writing to express my interest in securing **[NAME OF POSITION]** position at **[NAME OF COMPANY]**. I am extremely impressed with **[NAME OF COMPANY]**'s approach to strategy consulting, especially within the Business Development and Innovation practice areas and believe my academic background, business knowledge and industry experiences have provided me with the credentials needed to thrive as a **[NAME OF POSITION]**.

I am a Master of Business Administration candidate at University of Delaware, concentrating in Information Technology. I come from a solid technical background with a strong interest in business and a passion towards strategy. My area of focus and interest varies from quantitative analysis to project management. I have maintained a 3.95 GPA through a well-balanced program of study, which is not only very analytical and technical by nature but also helps to build leadership and team building qualities.

Prior to University of Delaware, I worked as a technology professional, primarily resolving strategic issues related to technology process improvement. I gained solid research, analytical and problem solving skills while working in Fortune 500 companies. My background in generating innovative ideas and strategies to improve processes has provided me with a deeper understanding of multifaceted problems that companies encounter in their daily operations. Moreover, because of my work experiences, I fully understand how important it is to have great team dynamics in today's multi-disciplinary business environment.

To date, my experience as an IT professional has been extremely rewarding and productive. However, it is through strategy consulting that I can use my analytical aptitude and creative problem solving skills to their fullest. I strongly believe that consulting is a discipline that will force me to view problems not only from the client's standpoint but also from a marketplace, best practices and "think out of the box" point of views.

I would appreciate the opportunity to interview with **[NAME OF COMPANY]**. Please find enclosed my resume for your review. I can be reached via email at **[yourname@udel.edu]** or by phone at **[XXX-XXX-XXXX]**. I enthusiastically look forward to hearing from you soon.

Thank you for your time and consideration.

Sincerely,

[YOUR NAME]

Graduate Cover Letter Example

Your Name

Address | City, State Zip | 555-555-5555 | student@udel.edu | linkedin.com/in/yourname

[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 of University of Delaware. My work and academic experiences have prepared me for this role in the following ways:

- Worked as a business analyst with Bank of America as a summer intern in [20XX], where I learned how to work with multiple teams to solve different problems we encountered. I supported Financial Service systems, 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, using SQL to extract data and validate test result in different databases.
- Experience in managing the SDLC for the new account generating application development, documenting all the important steps in the process, and communicating with developers and business teams during the full life circle of the development using Agile methodology.
- As a senior majoring in management information systems, I have acquired extensive knowledge and skills including finance, management, marketing, IT and data analysis. I also learned a lot about how to create Use stories, Epics, Agile methodology, and project management

With my abilities to learn quickly, be flexible in any working environment and multi-task, I am confident that I will bring added valuable 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]

Your Name

Address | City, State Zip | 555-555-5555 | student@udel.edu | linkedin.com/in/yourname

[DATE]

[NAME OF HIRING MANAGER, TITLE]

[NAME OF COMPANY]

[ADDRESS]

[CITY, STATE ZIP]

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

I am formally applying for the [NAME OF POSITION] with [NAME OF COMPANY]. I discovered the position posted on the University of Delaware's Blue Hen Careers database. [NAME OF COMPANY] is a company in which I can produce results because I identify with the company's passionate strategy of doing whatever it takes to succeed. Whether it is to perfect employee communication, or master publications and graphic design, I am more than capable of helping the [NAME OF COMPANY] stay true to its mission.

As a senior, marketing major, my educational background and experiences combine for a good fit for [NAME OF COMPANY]. I took on many leadership positions in group projects throughout my upper level marketing courses. This past November, I attended the 53rd Annual Advertising Career Conference in New York City hosted by the AWPY and was exposed to insight from top industry figureheads on the industry and its direction. During the summer of [20XX], I interned at MTV Networks/Viacom in the Digital Ad Sales department, in which I researched sellable opportunities, maintained information on corporate accounts, and networked with countless professionals. These experiences have combined to validate my true interest in the industry and in an organization like [NAME OF COMPANY].

I have been active in many extracurricular activities at the University of Delaware, as indicated by my resume. Leading an online magazine at the university and taking control of its promotional operations has been a very rewarding experience for me. I have also taken part in an endeavor called B.L.U.E. Advertising in which we act as our own advertising and consulting firm for on-campus organizations. My high involvement at school and my incredible experiences in the industry have made me a determined and focused worker who will work hard for success.

I look forward to meeting with you to discuss my candidacy for the [NAME OF POSITION] in greater detail. Please contact me if you need any additional information. Thank you for your time and consideration.

Sincerely,

[Your Name]