

Cover Letter Sample

Benjamin Fitz

Anywhere, CA
bennyfitz@ucsb.edu
805-555-1234

February 7, 20xx

Maya Employer, Benefits Supervisor
Best Company
7890 Street Avenue
Somewhere, CA 11111

Dear Maya Employer:

Create an opening that catches the reader's attention right from the start. If you have that mutual friend or are answering an ad the employer placed in the paper, say so right away. Immediately mention the traits you want the reader to consider when thinking of you. Or, construct an interesting opening that jumps out and makes a point.

How does a company manage to provide a cost-effective yet competitive benefits package for its employees? While I am certain that there are no easy answers, this is the type of challenge that stimulates me and prompts me to apply for the position of Benefits Analyst at Best Company.

Use a strong introduction sentence about your qualifications.

My qualifications for this position come from a six-month internship I had last year and my undergraduate degree in Sociology. From the internship I gained a solid understanding of basic benefits management, including the process of researching and evaluating various options that might be offered to employees. Through the evaluation process, I was able to exercise my skills with numbers and formulas to examine the costs and values of each option. In addition, I first observed, and then participated in, lively discussions among top managers and the benefits supervisor, and from these I learned the art of diplomacy in the workplace. This skillful dance of tact dovetailed well with my study of interpersonal communication within my major, while my understanding of the various needs of different groups of people helped me to better comprehend the issues under discussion. I imagine that every workplace has its unique approach to benefits, and I believe that my experience to date would enable me to quickly learn yours at Best Company.

I hope to meet with you in the near future to discuss the position and my qualifications in further detail. Thank you for your time and consideration.

Sincerely,

Benjamin Fitz

Consider borrowing an idea from successful direct mail writers: use a "P.S." which achieves high readership and response.

P.S. I heard of this position through my neighbor, Penny Moneybags, who works in your finance department.