

# Cover Letter Sentence Starters

Because knowing what to say in a cover letter can be difficult, we've listed a number of "sentence starters" to aid you in matching your unique background, skill set, and qualifications to the needs of the position and employer. Use these sentence starters as examples when drafting the three parts of your cover letter: the introduction, the body, and the closing paragraph.

## INTRODUCTION

- It is with great interest that I am applying for the position of \_\_\_\_\_.
- (Name of contact) provided me with your name and suggested I contact you in reference to the \_\_\_\_\_ position.
- As a recent graduate of SUNY-ESF with a degree in \_\_\_\_\_ and an avid (reader, writer, sports enthusiast, etc.), I believe I am a strong applicant for the position of \_\_\_\_\_.
- As a (research, congressional, etc.) intern with (name of organization) I gained valuable experience in \_\_\_\_\_ that makes me an ideal candidate for the position of \_\_\_\_\_.
- I am eager to apply for the position of \_\_\_\_\_ because I have the \_\_\_\_\_ that it takes to be successful in the position.
- Thank you for speaking with me on (date) and discussing the \_\_\_\_\_ position. I am very interested in \_\_\_\_\_.
- Your organization impresses me because of (the performance of your product, the integrity of your support staff, its customer satisfaction, etc.).

## BODY

- My experience as a \_\_\_\_\_ will help me to contribute \_\_\_\_\_.
- Throughout my four years of undergraduate studies I have demonstrated skills and abilities that are exactly what the position of \_\_\_\_\_ demands.
- I can contribute to your organization's effectiveness by \_\_\_\_\_.
- My previous success in \_\_\_\_\_ has proven my ability to \_\_\_\_\_.
- To highlight some of my accomplishments I have \_\_\_\_\_.
- Working with \_\_\_\_\_ has strengthened and improved my (analytical, research, interpersonal, organizational, etc.) and (analytical, research, interpersonal, organizational, etc.) skills.
- I am confident that I can be a valuable asset to your organization because \_\_\_\_\_.

## CLOSING

- I am eager to learn more about \_\_\_\_\_ and would like to discuss my qualifications and interests with you.
- I am interested in the position and would appreciate the opportunity to discuss my background and your requirements in greater detail.
- I feel that my \_\_\_\_\_ and \_\_\_\_\_ make me a strong candidate for this position, and therefore look forward to the possibility of employment with (name of organization).
- I would appreciate the opportunity to further discuss my qualifications with you. I can be reached at (phone number) or at (email).
- I will contact you within (10 days, 1 week, etc.) to (verify my application materials are in order, introduce myself, inquire as to the next steps, etc.).

## SENTENCES THAT CAN BE USED IN MULTIPLE PARAGRAPHS

- I would like the opportunity to put my skills, drive and enthusiasm to work as a \_\_\_\_\_ for \_\_\_\_\_.
- Being (a team player, results driven, a quick learner, etc.) who loves challenges, I will \_\_\_\_\_.
- My career goal is to \_\_\_\_\_. Therefore I welcome the opportunity to make a contribution to (organization name here).
- The \_\_\_\_\_ position described in \_\_\_\_\_ sounds exactly like the opportunity I'm looking for.