

Student Name

City, State | Phone Number | Email Address

Date: (Place the date of the letter here)

Mr. John Smith ← If you know the name of the **Hiring Manager** place it here.
Executive Director ←
XYZ Company
3344 State Street, Suite 104
Columbus, Ohio, 43215

Dear Hiring Manager: ← If you **don't know** their name, place **Dear Hiring Manager** here.

As a recent graduate with an Associate of Applied Science Degree in Business Office Administration, I was excited to discover your company's posting for an Office Administrative Assistant. Your commitment and solid reputation for delivering optimal customer service prompted me to apply for this position. With a strong foundation of bookkeeping principles and accounting software, I believe I would be an asset to your organization.

At Columbus State Community College, I utilized Intuit QuickBooks and other business software to create, access, report, and analyze data. Through office simulations and my internship at TCC Technologies, I exhibited a high level of initiative while demonstrating competencies in planning, research, electronic spreadsheets, and file and folder management. Successful administrative assistants are savvy professionals that keep the office running, look for ways to make improvements, and understand the role good communication plays in getting the job done. I can assure you as a member of your team, I would bring the same attributes to your company.

I would welcome the opportunity to speak further with you about my qualifications and experience and can be reached at (614) 222-1111 or via email at studentname@gmail.com. Thank you for your time.

Sincerely,

Student Name

Enclosure: Résumé

Cover Letter Sections Defined

Header - A designated place to record **your name and contact information at the top of the resume**. Your **name should appear in bold and be written in text that is slightly larger** than the rest of the text in order to stand out to the employer. Some formats will offset the name with a line or bar underneath.

Be sure to also include:

- 1) (Optional) - your city and state
- 2) Your phone number
- 3) A professional-looking email address
- 4) (Optional) - a direct link to your LinkedIn profile

Address- If you know who you are addressing your letter to, list their name and title underneath. If you do not have the professional's name, you have one of two choices. You could contact Human Resources and ask whom to address the letter to or list the place of employment including their address, city, state and zip code.

Salutation- If you know who you are addressing your letter to, begin your salutation with "Dear John Smith", with a colon after the person's name (For example, Dear John Smith:). If you do not have a name, address your letter using "Dear Hiring Manager:"

First Paragraph- Introduction: Explain that you are writing to apply for (name the position) at (name the company) and you can also say how you heard about the position. The final sentence should speak to the value that you bring - and this should be based on the **needs of the employer**. This value sentence will then set you up to provide examples of how your background complements the position.

Second Paragraph- Here you should talk about your experience and provide examples that **show how it transfers to the skills required of the position** (i.e., highlighting your transferable skills). You should also sprinkle in aspects to show that you have researched the company and you know who they are - as opposed to just applying to the position blindly.

Third Paragraph- Final Paragraph: **Tie all above paragraphs together, and invite the employer to action**. (i.e., "Based on the above, and after reviewing my resume, I would welcome the chance to speak with you in the near future about this exciting position."). Thank them for their time and consideration.

Closing of the Letter- Here you will close your letter using "**Sincerely**" or "**Best Regards**" double spaced below your last paragraph. Next you will **leave space to sign the letter** and include your typed name at the bottom with **Enclosure: Résumé** underneath.