Step-by-Step: Writing a Great Cover Letter

1. OPENING
   Grab attention
   I shine when...

2. MIDDLE
   Market yourself
   List a required job qualification from job posting
   Skilled event planner
   Give an example to show how you demonstrated the qualification
   Successfully planned a fundraising event
   Resulting in $5,500 to a local nonprofit
   Successfully planned a team fundraising event for a fraternity resulting in $5,500 to a local nonprofit
   List specific results or outcomes
   Combine Steps 1 & 2 into a statement

3. CLOSE
   Bring it home
   Restate your interest with the position and organization
   PHONE # and EMAIL ADDRESS
   Thank them for their time and consideration

Example:
Successfully planned fundraising event
Resulting in $5,500 to a local nonprofit
Successfully planned a team fundraising event for a fraternity resulting in $5,500 to a local nonprofit

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Dear Ms. Craft,

I would like to express my interest in the Career Center Student Ambassador position at Colorado State University. As a leader on CSU’s campus and a strong communicator, I have had experience in multiple guest service roles. The mission of the Career Center is appealing to me and I particularly shine when empowering students with resources to help them succeed.

I have proven success at professional communication and guest service skills through my work experiences, community involvement, and academic pursuits at CSU. Some highlights of my experience are:

- Independently presented and lead family tour groups of up to 20 in the CSU Admissions Office
- SLiCE LEAD certified: consisted of intense trainings on diversity and leadership skills from multiple campus offices
- Microsoft office and calendaring skills gained in previous work study position
- Successfully planned a team fundraising event for a fraternity resulting in $5,500 to a local nonprofit

With one year left at CSU, I would be able to put my skills to the benefit of the CSU Career Center. In May 20XX, I will graduate with a Bachelor of Arts in Communication Studies.

Please contact me at 970-555-1212 or firstname.lastname@rams.colostate.edu so I can discuss how my skills can be of benefit to the CSU Career Center. Thank you for your consideration, and I look forward to hearing from you.

Sincerely,

Your Name (typed)