

# Kevin O'Sullivan

ksullivan@bc.edu

Boston College, Ignacio Hall B32  
Chestnut Hill, MA 02467  
(617) 555-1212

92 Hammondsway Rd  
Worcester, MA 02459  
(508) 555-1212

September 5, 2011

Ms. Julie Sammarone  
Associate  
DMB International  
John Hancock Tower  
200 Clarendon Street, T-33  
Boston, MA 02116

**NOTE: This cover letter serves as an example only. As the cover letter provides an opportunity for you to demonstrate your writing skills to a potential employer, be sure to use your own words and writing style in your letters and tailor your letters for each specific job for which you apply.**

Dear Ms. Sammarone:

I am writing to apply for the Analyst position with DMB International in the Boston office. I learned about the opportunity through Professor Joanne Clarke in the Economics Department at Boston College. Currently, I am a senior at Boston College studying Biology and Economics and will graduate in May 2012. As per our phone conversation last Friday, the economic and business consulting field is an area where I have held interest for some time and it would be a pleasure to begin my professional career at DMB.

My qualifications for the position are based on a combination of academic, work and leadership experiences. To begin with, my study abroad program in London concentrated on the many microeconomic issues that Britain is facing and the implications in the European as well as the international community. In analyzing the current issues such as healthcare reforms, public education and traffic control, I was able to gain a further understanding of the areas where economics plays a vital role.

To continue, my internship at the Massachusetts Medical Society exposed me to the business aspects of medical communications. I presented a project summarizing the timeliness of online publications in conjunction with print articles to the associate publisher, which is now being used in their daily tasks. In addition to working with company databases, I analyzed data from domestic and international direct mail campaigns to open new markets for professional medical newsletters in Europe and the Middle East.

In the biology research lab of Professor Colleen E. Stone, I am currently writing my Senior Honors Thesis on mRNA regulation and development in early frog oocytes. Reporting directly to my principal investigator, I am responsible for all aspects of my project, including setting deadlines and performing all preparatory work. Because I work with previously unknown proteins, I often have to tackle an experiment from new perspectives and employ novel methods. In addition to monthly lab meetings, I have delivered an extensive presentation summarizing my research to my peers and faculty members.

In summary, I am confident that my skills and experiences make me an ideal candidate for the Analyst position. If given the opportunity, I look forward to contributing to the team at DMB.

Enclosed is my resume and course history for your review. If you require additional information, please contact me at (617) 555-1212. I will contact you shortly to follow up in this application and to arrange an interview. I look forward to speaking with you soon. Thank you in advance for your time and consideration.

Sincerely,

Kevin Sullivan

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Boston College  
Edmond Hall 927  
Chestnut Hill, MA 02467

January 2, 2012

Dr. Steven Friedman, Internship Coordinator  
Incyte Pharmaceuticals  
Philadelphia, PA 12345

Dear Dr. Friedman:

I am writing to apply for a summer research internship position at Incyte Pharmaceuticals. Currently, I am a junior at Boston College majoring in Chemistry and plan to pursue a career in pharmaceutical research. Professor Scott Miner, my research advisor, referred me to you and speaks very highly of your innovative approach to research and development. Given my experience in conducting an independent research project in the Chemistry Department, makes me a strong candidate for the internship.

In the Chemistry Department at BC, I have been exposed to a number of valuable resources in the areas of accelerated coursework in General and Organic Chemistry as well as the opportunity to partake in original laboratory research with a faculty professor. Just this semester, I was accepted into the research lab of Professor Miner, and I am beginning to work on a project of my own involving asymmetric catalysis. I noticed that your firm concentrates on the discovery and development of small molecule drugs, which I also feel complements my chemical background since much of our research group's work involves the design and use of small peptide-based catalysts to determine the configuration of complex molecules. I feel that the knowledge and experience that I have gained throughout this experience as well as the creative approach that I bring to all of my work would serve as a positive addition to Incyte.

My resume highlights the numerous positions of leadership that I have held in my employment and my involvement in the BC community, which I feel demonstrate my good-humored personality and ability to communicate my ideas to others. This past year for instance, I served as a Resident Assistant for a residential community of over a hundred students in which I was their resource for academic and personal development. Additionally, I developed, marketed, and executed programs on these topics for the residents.

In addition to my academic qualifications, I also believe that my resume exhibits a strong potential for further accomplishment in the scientific field. For these reasons, I feel I would be a definite asset to your company and I look forward to demonstrating my enthusiasm for research and strong interest in chemistry in a future interview with you. Thank you for considering my application. Please feel free to call me at 617-555-1212 or email browna@bc.edu if you have any questions.

Sincerely,

Andrea Brown

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Pia Pan  
15 Chillybrook Rd  
Hamilton, MA 02452

January 15, 2012

Ms. Kimberly Fax  
Senior Executive Recruiter  
Mayfield Clothing Companies  
2 Folsom St.  
San Francisco, CA 94122

Dear Ms. Fax,

I am writing to express my interest in the Executive Training Program for Mayfield Clothing Company as detailed on the company's Human Resources Website. Currently, I am a senior at Boston College majoring in Psychology with a minor in Spanish. My prior experience in retail and my student leadership at Boston College make me a strong candidate for the rotational program.

My passion for the retail industry began when I started working for Macy's in the Cosmetics Department during high school. I found that I enjoyed working with a customer on determining their needs, matching those needs with a quality product, and thus satisfying a customer. Additionally I continue to be motivated by our sales goals as a team and coming up with new ideas to feature new products. I also led the women's and cosmetics departments for the Community Shopping Fundraiser in establishing target fundraising goals and communicating with employees on the process. I will bring this same energy to Mayfield in further developing its women's clothing line.

What drew me most to the training program is the rotation through the Brand Management Group. As an executive officer with the South East Asian Student Association, I developed the idea to thematically brand our programming for the year with a few traditional foods. It not only helped to increase our attendance at culture shows but students also remembered the select foods we featured and other student culture groups took notice. Brand management also plays in well with my psychology major and predicting and following human behavior and how marketing can influence behavior.

From my research, I understand that Mayfield hopes to expand into the southwestern US. I can thus bring my knowledge of that culture from various service trips to New Mexico and my Spanish speaking skills to the project.

I look forward to meeting with you in the near future. Should you have any questions, please feel free to contact me at (978) 555-1212 or xxx@bc.edu.

Sincerely,

Pia Pan

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Matthew James  
144 Kenrick St., #12  
Brighton, MA 02135

March 18, 2012

Ms. Liz Shaw  
Shaw Events, Inc.  
One Design Place  
Suite 718  
Boston, MA 02210

Dear Ms. Shaw,

I am writing to apply for a summer internship in the Marketing Department at Shaw Events, Inc. As a junior majoring in Communication at Boston College, I am interested in pursuing a career in events planning. I learned of the internship opportunity through the Boston College Career Center's EagleLink Website. As New England's number one company for special events, Shaw Events, Inc. would be the ideal environment in which to learn the different aspects of the corporate special events industry.

Through my internship experience with public relations at a small firm in New York City, I have been exposed to many facets important to events planning. I developed pitch letters, briefing booklets, and press releases in order to augment multiple client needs with major media outlets. Working closely with a team of account executives, I was able to gain hands-on-experience with several clients. Thus, I would bring strong customer service skills to Shaw Events, as well as the ability to work effectively in a team of professionals. Because Shaw also utilizes a team approach to working with clients as well, I would be able to effectively work with that client team.

As the Secretary of the AIDS Awareness Chapter of Boston College, I gained experience in organizing many aspects of our annual AIDS Vigil Ceremony, including designing the ceremony program and inviting a guest speaker for a program of 200 attendees. I acted as the organization liaison communicating directly with the speaker leading up to the event. It was out of this experience that I learned I wanted to pursue a career path in events planning.

I have attached a copy of my resume for your review. I look forward to a future meeting in order to demonstrate my strong interest in learning about events planning at Shaw Events, Inc. Thank you for considering my application. I will contact you in a week to confirm the receipt of my resume. Please feel free to reach me at (617) 555-1212 or mattj@bc.edu if you have any questions.

Sincerely,

Matthew James

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Sally Student  
124 Conch Street  
Boston, MA 02115

September 20, 2011

Robert Recruiter, Director  
(Name of Organization)  
Address  
Chestnut Hill, MA 02467

Dear Mr. Recruiter,

I am writing to apply for the Research Associate position at (name of organization). I am a recent graduate from Boston College with a Bachelor of Arts in Economics and a minor in Mathematics looking to pursue a career in economic research. Edward Economist, my former Labor Economics professor, referred me to you and commended your research group that specializes in retirement and social security issues.

During my undergraduate education at Boston College, I was exposed to a number of valuable resources pertinent to the analyses done at the (name of organization). My studies of Labor Economics and Public Finance entailed extensive investigation of labor market trends, social security, and the healthcare market. Additionally, I carried out a semester-long independent research project in my Econometrics course on the relationship between household savings and personal income, which demanded substantial use of statistical software packages, most notably Stata. The job description also mentions that experience with programming, particularly with MATLAB, is desirable. My studies in advanced math courses, specifically mathematical programming and numerical analysis, required conversance and daily use of the MATLAB program. I feel that the knowledge and experience I have gained through my undergraduate education as well as my investigative, detail-oriented approach to studying would make me a positive addition to your program.

Thank you very much for your time and consideration, I hope this letter and my resume exhibit my potential for accomplishment in your field of study. I look forward to demonstrating my enthusiasm for research and my interest in working for the (name of organization) at a future interview with you. I will contact you the week of October 3rd to discuss this possibility. Feel free to call me at 617-XXX-XXXX or email [name@gmail.com](mailto:name@gmail.com) if you have any questions.

Respectfully yours,

Sally Student

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123 Busy Lane  
Boston, MA 02167

February 12, 2011

Mr. Niles Crane  
Director  
Oberlin College Alumni Association  
65 East College Street, Suite 4  
Oberlin, OH 44074

Dear Mr. Crane:

I am writing to apply for the Associate Director for Communications position with the Oberlin College Alumni Association. As Webmaster and resource specialist for the Ohio State University Career Center over the past three years, I have grown and nourished a website that goes beyond the usual databases and Internet links to provide in-depth advice, graphic and technical appeal, profiles of alumni in various career fields and even a cartoon series.

Creating an online community to which your alumni are repeatedly drawn, and providing informative and entertaining communications, are challenges I would greatly enjoy and to which I would bring equal measures of creativity, insight and enthusiasm.

Here are some examples of the skills I would bring to the position:

**Technical skills** -- designed and built two successful websites; created software which has served the Ohio State Career Center's scheduling needs for over two years (this program has been adapted for use in two other university offices); completed two graduate-level courses in instructional design.

**Communications skills** -- regularly research and write new sections for the Career Center website; write career-related articles for the student newspaper, several of which have been based on in-depth interviews with alumni; create and deliver workshops to undergraduates.

**Interpersonal skills** -- daily advise students and alumni on a diverse range of work-related issues; served as consultant on technical issues to the Kent State Office of Career Services, the Notre Dame Career Center, and several small businesses.

Oberlin College alumni are famous for loyalty to their alma mater. I would relish the opportunity to help shepherd that loyalty into the coming years through intelligent communications and innovative use of the Internet. Please feel free to contact me at 517-555-3430 or [anita.job@gmail.com](mailto:anita.job@gmail.com). Thank you for your consideration.

Sincerely,

Anita Job