

Sample Cover Letter 1

Jane Smith
12 East 53rd Street
New York, NY 1002
(212) 752-1530
jsmith@limcollege.edu

March 12, 2003

Mr. Ian Hooper, COO
DeVries Public Relations
30 E 60 Street, 14th Floor
New York, NY 10022

Dear Mr. Hooper:

My name is Jane Smith and I am currently a senior at LIM College. I will be graduating with a BBA in Fashion Merchandising in May, and I am very interested in a PR position at DeVries Public Relations.

I believe that my training and education at LIM has prepared me for an experience with your firm and that DeVries can benefit from my hard work and never-ending enthusiasm to learn. In addition, I was fortunate enough to intern at Marie Saeki PR where hands-on experience provided me with many skills such as event planning and other PR related tasks.

The enclosed resume provides specific details about my experience, skills and qualifications. Should you wish to meet with me to discuss my suitability for a position with your company, I can be reached via telephone at (212) 752-1530 or by email at jsmith@limcollege.edu.

Thank you very much for your consideration.

Sincerely,

Jane Smith

Jane Smith

Sample Cover Letter 2

John Doe
12 East 53rd Street
New York, NY 10022
212.752.1530
jdoe@limcollege.edu

April 15, 2004

Ms. Retailer
Associate Director of Human Resources
Macy's Department Store
151 West 34th Street
New York, NY 10022

Dear Ms. Retailer:

My name is John Doe and I am writing in response to the ad in *WWD* for the Assistant Buyer position that is available. I will be graduating from the LIM College at the end of May and have hopes of pursuing a career in buying. I believe that the position in your company would be a wonderful opportunity for me as well as a chance to demonstrate the skills that I have developed over the past four years of college.

Through my educational experience, I have had several internships in the areas of product development, merchandising, and sales. I have had the opportunity to attend several fashion shows, work with vendors, negotiate pricing and analyze numbers. These experiences have given me exposure to the world of fashion and to the hard work and dedication that is necessary for a successful career in buying.

Thank you for your time and consideration. If you wish to meet to further discuss my qualifications, I can be reached at 212.752.1530 or jdoe@limcollege.edu. I look forward to hearing from you soon.

Sincerely,

John Doe

John Doe