



Cover Letters

EXAMPLE 1

Dear Ms. Smithfield,

There are few places data security is more crucial than a military installation in the Middle East. *[OPEN WITH SOMETHING THAT CATCHES THEIR ATTENTION... REMEMBER THEY ARE LIKELY LOOKING AT DOZENS IF NOT HUNDREDS OF LETTERS]*

I'm Joe Smith and I'm sure you'll find few candidates with qualifications quite like mine. *[GET TO WHO YOU ARE QUICKLY]*

I've attached my resume which details the training I received in the US Army. Let me explain what these mean in practice. *[NEXT, TELL BRIEF STORY HERE TO ILLUSTRATE YOUR POINT].*

This experience taught me how to work under pressure and the importance of attention to detail. *[CONCLUDE WITH QUALIFICATIONS THAT YOU ILLUSTRATED IN THE STORY ABOVE. YOU CAN PULL WHAT THEY ARE LOOKING FOR DIRECTLY FROM THE JOB DESCRIPTION]*

I'd love to talk more. You can reach me via email or at (555) 555-5555. *[MAKE SURE YOU GIVE THEM YOUR CONTACT INFORMATION]*

Joe Smith

EXAMPLE 2

Dear Ms. Smithfield,

Over the last 5 years, I have been obsessed with logistics. You almost have to be when serving as a supply sergeant in the US Marine Corps.

I'm Jennifer Smith and I'm sure you'll find few candidates with qualifications quite like mine.

I've attached my resume which details the positions I've held while in the Marines. Let me explain what these mean in practice. *[NEXT, TELL BRIEF STORY ABOUT A LOGISTICS CHALLENGE YOU OVERCAME].*

This experience taught me how to work under pressure and the importance of attention to detail.

I'd love to talk more. You can reach me via email or at (555) 555-5555.

Jennifer Smith

EXAMPLE 3

Dear Ms. Smithfield,

Communication Skills. Deadlines. Working in high-pressure situations. I'm sure you've received many applications with words like these. But to someone like me, a clerk in a 2-Star General's office, they mean something entirely different.

We have to make sure directives from the highest levels are communicated clearly to everyone involved. From the guy fixing the trucks all the way up to, in some cases, the President of the United States. Deadlines aren't arbitrary and have real and intense consequences. And high pressure, well, that just comes with the job. **[HERE WE'VE TALKED ABOUT SKILLS AND QUALIFICATIONS USING REAL LANGUAGE AND EXAMPLES, INSTEAD OF JUST LISTING THEM]**

I'm Joe Smith and I'm sure you'll find few candidates with qualifications quite like mine.

I've attached my resume which details my experiences in the US Army. Let me explain what these mean in practice. **[NEXT, TELL BRIEF STORY HERE TO ILLUSTRATE YOUR POINT].**

This experience taught me how to work under pressure and the importance of attention to detail.

I'd love to talk more. You can reach me via email or at (555) 555-5555.

Joe Smith