

Cover Letter Sample 1

123 Home Street
Anytown, IL 61920
(Today's Date)

Annette Munoz
Human Resources Division
Hyatt Regency Chicago
151 East Wacker Drive
Chicago, IL 60601

RE: Hotel Assistant Manager Posting # CHI001704

Dear Ms. Munoz,

I am seeking the opportunity to develop my potential to manage and motivate a customer-driven team of associates in the hotel industry and believe your organization captures my spirit. Your advertisement for the Hotel Assistant Manager listed on E-recruiting provides an excellent match to my educational background, employment experience and customer service philosophy. The Hyatt Corporation has provided an exceptional level of service for over 50 years from an impassioned team that truly "listens" to the customer's needs. Your recent innovations such as e-concierge, fast board and becoming environmentally conscious have proved this point.

Your vacancy indicated the ideal candidate must possess superior guest services expertise. My work experience at two mid-scale international hotel chains has allowed me the opportunity to strengthen my interpersonal skills. Through a full rotational program, I learned what makes a successful customer experience by engaging in all hotel divisions ranging from housekeeping to management. My understanding and exposure to the "full picture" of hotel operations will be an asset to mentor and coach Hyatt associates to continually exceed guest expectations.

A Hotel Assistant Manager must demonstrate effective leadership qualities and a professional image to associates and guests. I held an active administrative role in the university Professional Convention Management Association chapter. Through my leadership, our chapter organized a fundraising event for Relay for Life that raised over \$4,000 in donations and hosted networking events with local leaders in the hospitality industry. My can-do positive attitude will motivate associates to remain focused on delivering a caring and attentive approach to every Hyatt guest.

Thank you for your time and consideration. I look forward to discussing with you the ways I can contribute to Hyatt Regency Chicago's future success. If you have any questions, please call me at 217-555-1234. I will call you next week to see if a meeting can be arranged.

Sincerely,

Jane Smith

Enclosure: Resume

Cover Letter Sample 2

555 River Street
Charleston, IL 61920
(Today's Date)

Mr. John Doe
ZYX Consulting
123 Michigan Ave.
Chicago, IL 61601

Dear Mr. Doe,

I am very interested in obtaining a Business Associate position within ZYX Consulting. My interactions with the recruiters from ZYX Consulting at the Eastern Illinois University Career Fair convinced me that your organization would be an outstanding place to work, and would provide me with opportunities to utilize my skills in the consulting industry. I thrive on a challenge and look forward to the opportunity to collaborate with top business leaders.

Strong self-motivation has driven me to seek a wide variety of experiences throughout my college career. By participating in the Walt Disney College Program and studying abroad in Barcelona, Spain, I have had the opportunity to perfect my communication skills and enhance my ability to work with a diverse group of people. I feel that these skills are integral to consulting because of the importance of teamwork and strong client relationships. Furthermore, through my internships I have developed tactics to analyze business issues by researching and reviewing data. I will continue to strengthen these skills as a student consultant with Midwest Business Consulting this semester. With my strong analytical background and exceptional communication skills, I feel that I would be the ideal candidate for your Business Associate program.

Enclosed is my resume for your review. I will contact you in two weeks to make interview arrangements where I look forward to discussing my qualifications with you in detail. Should you desire to contact me before then, please call (345) 345-3451 or email, jjohnson@gmail.com. Thank you for your time and consideration.

Respectfully Yours,

Joe Johnson

Enc.

Cover Letter Sample 3

1435 Lincoln Ave
Hometown, IL 61920
Today's Date

Ms. Mary Lou Nelson
Manager of Human Resources
XYZ Corporation
2901 Glenwood Ave
Chicago, IL 60429

Dear Ms. Nelson:

I am applying for the staff accountant position that was advertised with Eastern Illinois University Career Services this week. The position fits very well with my education, experience and career interests.

Your position requires skills in various accounting functions, including general ledger reconciliations, analysis, and reporting; ensuring the completeness, accuracy, and timeliness of the general ledger and internal monthly and quarterly statements. In my experience as a junior accountant, accounting intern and billing coordinator, I handled monthly journal entries, analyzed expenses, reviewed and corrected accounting entries, and generated reports. Accounting corrections I made as an intern revealed nearly \$50,000 in unpaid bills and mislaid funds. My enclosed resume provides more details on my qualifications.

My background and career goals match your job requirements well. I am confident that I can perform the job effectively. Furthermore, I am genuinely interested in the position and in working for XYZ Corporation. Your firm has an excellent reputation and comes highly recommended to me.

If you would like to schedule an interview or otherwise discuss my interest in this position, please call me at 217-333-3300. I will call you next week to see if a meeting can be arranged. Thank you for your consideration. I look forward to talking with you.

Sincerely,

Sarah B. Rodriguez

Enc.

Cover Letter Sample 4

3200 Lincoln Avenue
Charleston, IL 61920
Today's Date

Mr. Robert McClintock
Personnel Office
Avalon Department Store
1275 Sunset Boulevard
Bloomington, IL 61111

Dear Mr. McClintock:

I enjoyed meeting you last Wednesday at Eastern Illinois University's Career Network Day and am extremely interested in becoming a member of your Buyer Team. In particular, I enjoyed hearing about Avalon's training program and am pleased that your buyers also serve as department store managers.

My academic program at Eastern Illinois University prepared me well for a career in retailing. I will be graduating in May with a bachelor's degree in Fashion Merchandising with a concentration in Marketing. As you will note on the enclosed resume, I supplemented my formal course work with an internship at Drew's Department Store and with summer and holiday jobs in retailing. This experience coupled with my academic background makes me an excellent candidate for your Buyer Team.

Again, thank you for your time. I would very much like to meet with you to further discuss my interest in Avalon. My phone number is (217) 555-9392 and my email address is kbaxer@email.eiu.edu. I will call you in two weeks to check on the status of my application.

Sincerely,

Kenneth Baxter

Enc.

Cover Letter Sample 5

222 Campus Dr. Apt. 1
Charleston IL 61920
Today's Date

Ms. Sara Olson
Human Resources Coordinator
Flossmoor School District 161
41 E. Elmwood Drive
Chicago Heights, IL 60411

Dear Ms. Olson,

I am applying for the position of elementary teacher that was advertised on your web site. My background and credentials match your needs. I have a Bachelor of Science Degree in Elementary Education, and a state of Illinois teaching license. With two years of teaching experience and the drive to provide each student with an excellent education, I feel my qualifications will be a valuable asset to the Flossmoor School District.

While researching your district, I learned your mission is to challenge every student and develop core knowledge in order to achieve success. Throughout my teaching experience, I have developed rigorous, differentiated literacy centers, each containing an assignment for low, on, and high level students. The leveled centers are on each child's academic level yet pushed them to meet their full potential.

My greatest passion is to develop students into educated, well-rounded, successful individuals. During my career, I have had the wonderful opportunity to teach a diverse group of students including minorities, bilingual, gifted, and special needs students. As a result, I am proficient in constructing and delivering creative, comprehensive lessons accommodating multiple intelligences thus inspiring all students to achieve.

As you will see by my resume, I have many of the qualifications you seek. An elementary teaching position in the Flossmoor School District is precisely what I desire. I would like to meet with you to discuss my candidacy in full. I will be in Flossmoor and available for an interview March 15th through the 19th. Otherwise, I will be happy to discuss other possible arrangements. You may reach me at (217) 555-4444 or ateachr@eiu.edu. Thank you for your time and consideration.

Sincerely,

Alice Teachr

Enclosure