



RUTGERS

School of Management
and Labor Relations

CAREER SERVICES

COVER LETTER SAMPLES

SAMPLE #1

Rosanna Josemen
University Recruiting
Acme Corp.
1234 West Broad Street
New York, NY 10000

January 1, 20xx

Dear Ms. Josemen:

I am excited to apply for an opportunity in consulting at Acme Corp. I have just begun my final year of undergraduate studies at Rutgers University, currently earning a 3.9 GPA with a double major in Human Resource Management and Psychology. Through discussions with my brother, a financial advisor with Prudential Financial, I have decided to focus my employment search in the realm of professional services. Having completed three internships to date, the most recent of which was in a management consulting function, I feel certain of this career path. I would be thrilled with a role in management consulting, technology services, or outsourcing businesses. However, I am particularly keen to be considered for a role within Acme Corp. Strategy.

I am energized by meeting new people and working collaboratively in a team-oriented environment. I have always been highly motivated; at this time, I am paying my own way through school. For the past two academic years, I have been fortunate to be involved as a part-time employee at Embrace Kids Foundation, a non-profit supporting the non-medical and quality of life needs for families affected by pediatric cancer and blood disorders. I enjoy working at Embrace Kids because I am continuously inspired by some of the most vulnerable members of our world – children who maintain remarkably positive attitudes despite facing unimaginable health challenges. These children and their families have shown me the importance of making the best of our circumstances, despite how trying and difficult that may sometimes be.

At Acme Corp., I would be able to effectively apply my problem solving, analytical, and critical thinking skills. Above all else, my positive attitude coupled with my developing business acumen make me an ideal candidate to become a Consulting Analyst upon graduation. I look forward to learning more about working at Acme Corp. and thank you for the consideration. I will follow up with you next Tuesday.

Sincerely,

Matt Harvey
(enclosure: resume)

SAMPLE #2

Mr. Adam Schoolder
Vice President of Sales
XYZ Company
123 Apple Drive
White Plains, NY 10001

April 1, 20xx

Dear Mr. Schoolder:

What do pharmaceutical companies, banks, and sororities have in common? More than you would think.

Whether you need world-class research scientists with cultural agility, front-line managers with excellent interpersonal skills, or entrepreneurial collegians, every organization needs strategic talent to gain or maintain a competitive advantage. And every organization needs a distinctive HR system to identify, attract, develop, leverage, engage, and motivate the capabilities of your talent.

My passion for HR originated from my experience directing all aspects of a leadership development program and seeing first-hand how important positioning the program within the company impacted the business strategy. It grew at Rutgers as I increased my HR capabilities in the functional areas of HR while also strengthening my business acumen in finance, economics, management, and strategy. My experience at Merck only intensified my passion further as I collaborated and partnered with a Global Simplification Team overhauling the entire year-end process from goal-setting design to reevaluating long-term incentive awards.

Whether it is analyzing a company's current state to find gaps in engagement practices or partnering with managers to develop action plans to leverage talent to meet business needs – I have zealously imparted systems-thinking to accomplish every objective and align HR practices to the business strategy.

Now I am excited to parlay my experience and education at Johnson & Johnson. I will follow-up with you next Thursday afternoon about the Global Mobility Project Coordinator assignment to further discuss my application. Thank you and I look forward to speaking with you.

Sincerely,

Jane Smith
(enclosure: resume)