



# Composing a Cover Letter

(for entry-level positions)

Purpose: to gain an interview by offering a compelling overview of experiences and expertise

27225 Eucalyptus Avenue  
Long Beach, CA 90806

Your mailing address and the dates.

March 13, 2016

Company's name and its mailing address.

Sea-Air Global Transport  
5467 Port of Tacoma Rd., Suite 230  
Tacoma, WA 98421

This is a general form of address, but always find out the recruiter's name if possible.

The first paragraph:

1. Shows knowledge of the corporation and industry
2. States the specific job and position he is seeking
3. Indicates his preparedness for the position (e.g., academic credentials or other expertise).

Dear Hiring Manager:

Sea-Air Global Transport consistently appeared as a top transportation firm in the research I did for my senior project in global supply chain management, so imagine my delight when I discovered the opening for an export pricing analyst in your Tacoma headquarters (Position Code: T23-6678). With a major in business and a minor in statistical methods, my education has been ideal preparation for the challenges of this position.

My senior project, a statistical comparison of various freight modes, demonstrates most of the skills listed in your job description, including written communication skills and analytical abilities. Through this project, I also enjoyed the opportunity to put my math skills to the test.

As you can see from my résumé, I have over three years of part-time experience working with customers in retail and commercial settings. This experience has taught me the importance of customer service, and I want to start my professional career with a company that truly values the customer. In reviewing your website and reading several articles on Lloyd's List and other trade websites, I'm impressed by Sea-Air's constant attention to customer service in this highly competitive industry.

I would be happy to meet with a representative of your company at their earliest convenience for an interview. I can be reached at Dalton.k.smith@gmail.com or by phone at (555) 555-5555. Thank you for your consideration, and I look forward to hearing from you.

Sincerely,

*Dalton Smith*

Signature: If the letter is printed and mailed, sign by hand. If the letter is sent digitally, capture a digital likeness of your signature.

Dalton Smith

This paragraph describes relevant professional skills and abilities.

This paragraph emphasizes his customer service experience and demonstrates his understanding for the job and company. It also better explains why he is an ideal candidate for the position.

In the final paragraph, he politely asks for an interview opportunity and gives his contact information to the recruiter.

This sample cover letter is adapted from *Business Communication Today 13<sup>th</sup>*, written by Courtland L. Bovee and John V. Thill and published by Pearson in 2014.