



# Top Cover Letter Examples in 2020 [For All Professions]

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## — Cover Letter Examples for 2020

No matter what stage you are at in your career, a cover letter is an important document to demonstrate your experience and fit for the position you are applying. It's a way to explain specific scenarios and call out [essential skills](#) that aren't already [covered in your resume](#).

When crafting the content for your cover letter, it's critical that you keep it concise, even leveraging bullet points to point out key messages. The [hiring manager](#) does not have time to sit down and read a memoir, they may only have a few short minutes to review your application in its entirety.

When you are a [recent graduate applying for an internship](#) or early in your career, your cover letter should contain appropriate scenarios that demonstrate your ability to perform the responsibilities listed in the job description.

Refer to a time you took the lead on an important project or how you introduced a new system to [improve productivity](#). Once you get more experience, your cover letter is a great place to call out key statistics and sales growth numbers, because you'll have more [measurable results](#) to draw upon.

Your cover letter is your opportunity to set yourself apart from the competition. Use this coveted space to demonstrate your experience, knowledge, and performance. Leave the hiring manager with no doubt that you could perform the job duties at the highest level.

To help you craft the best cover letter, we're providing you with some examples to review. Let the content inspire [your own cover letter](#). Think about the most important things you have done in your career thus far and use these experiences to your advantage in your cover letter.

It's essential that you [customize each cover letter](#) to the job that you are applying. After all, each position values different experiences and responsibilities, and you will want to

showcase different situations and career highlights based on the specific job you are seeking. This will only increase your chances of securing that coveted interview.

Follow these basic guidelines and get inspired by the following Cover Letter Examples to grab the hiring manager's attention and give yourself a better chance of landing an interview.

## ► Full List of Cover Letter Examples by Level of Experience (Student to Senior Executive)

### 1) Cover Letter Example for Student/Graduate

**John Doe**  
Marketing Student

john.doe@gmail.com ✉

416-821-9879 📞

Auckland, New Zealand 📍

linkedin.com/in/john.doe in

john.doe S

To:

Doris Johnson  
Human Resources Manager  
Optimal Workplace Inc. 321  
Employment Avenue.  
Auckland, New Zealand

*05 January, 2019*

Dear Ms. Johnson,

I am writing to express my interest in the summer internship program with your marketing company. I learned about your company through the student center at my university and, after visiting your website, I have immersed myself in your groundbreaking work in the transportation industry.

I am currently majoring in marketing, with a minor in statistics, and will receive my degree next spring. While I have a comprehensive marketing and analytics background, my emphasis is on government campaigns. I feel that your agency places prominence in similar areas and having the privilege of serving as an intern with you will increase my learning opportunities and give me the exposure I need to advance my career while using what I've already learned to make an impact on your clients.

After graduation, I hope to work for an agency like yours to grow my experience, serve clients and eventually start my own agency. With the right opportunities and experience working with prominent clients, I believe that I can achieve my goal.

I previously held an internship at another local advertising agency, working on critical projects for their clients. During that internship, I had the opportunity to learn the Adobe Creative Suite of products, including Photoshop and InDesign. I also learned how to craft compelling campaigns that garner attention in the healthcare space. I believe that my knowledge of digital marketing and social media could be of interest to you, as I read that you are looking to grow your social media team.

I would like the opportunity to meet with you to discuss internship opportunities you have available. Please let me know if you have any questions or would like to see specific work samples. You can reach me by phone at 416-821-9879 or by email at john.doe@gmail.com.

Thank you for your consideration.

Sincerely,  
John Doe



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## 2) Cover Letter Example for Middle Management

**John Doe**


Project Manager

To:

Doris Johnson  
Human Resources Manager  
Optimal Workplace Inc. 321  
Employment Avenue.  
Sydney, Australia

5 June, 2019

john.doe@gmail.com 

416-821-9879 

Sydney, Australia 

linkedin.com/in/john.doe 

john.doe 

Dear Ms. Johnson,

As a highly skilled project manager with 11 years of experience, I am writing to express my interest in the project manager position at your company. My experience aligns well, as I have worked in project management for several years with a prominent retailer, and I know I would make a valuable addition to your team.

After working for over a decade in project management, I have advanced knowledge in developing scopes, keeping projects moving, submitting deliverables on time, and ensuring a seamless experience for all parties involved. Moreover, while my previous position afforded me a well-rounded skillset, including excellent relationship building and time management skills, I excel at:

- Outlining project scopes, managing timelines, and deadlines.
- Tracking and reporting on overall progress.
- Managing daily operations and implementation of new programs.
- Forecasting project revenue and ensuring all goals are met.

In addition to my experience and relationship-building experience, I have a solid educational foundation and a passion for furthering projects that build loyalty and, in turn, grow revenue for your organization. I would much appreciate the opportunity to contribute to your ongoing growth and continued success.

Please review my attached application for additional details regarding my expertise and achievements. Do not hesitate to reach out if you have any questions or need further clarification on my experience. I would love to meet with you and discuss this position in detail.

Thank you for your consideration.

Sincerely,  
John Doe

 novoresume.com


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### 3) Cover Letter Example for Career Change




**John Doe**


Customer Service Professional

john.doe@gmail.com 

416-821-9879 

San Francisco, CA 

linkedin.com/in/john.doe 

john.doe 

To:

Doris Johnson  
Human Resources Manager  
Optimal Workplace Inc.  
321 Employment Avenue.  
San Francisco, CA

*21 March, 2019*

Dear Ms. Johnson,

With a formal background in marketing paired with my proven success in retail sales, I am looking to transition into public relations. I believe my skills and background make me an excellent fit for the position of Public Relations Specialist at your PR Firm in the department of consumer goods.

Having used your products, I am already knowledgeable about your brand and your offerings. I have followed with excitement as you launched new fragrances for various celebrities and have introduced an edgy personality to your branding and product lines. I would bring both passion and knowledge to promoting your brands to the press and the public.

Already trained in creating buzz, I was responsible for the social media content at my previous company. When my team decided to participate in the polar plunge two years ago, we used social media to create interest in donating to our cause, and we raised more than \$10,000 for the event.

I am confident the skills I honed in previous positions have prepared me for this opportunity with your firm. My expertise in your products and my experience in customer service and retail sales make me a great candidate for this opening. I would love to meet you and share more about my previous experience. If you have any questions, please give me a call at 416-821-9879 or email me at john.doe@gmail.com.

Thank you for your consideration.

Sincerely,  
John Doe





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## 4) Cover Letter Example for Management


**John Doe**  
Business Manager

john.doe@gmail.com 

416-821-9879 

Melbourne, Australia 

linkedin.com/in/john.doe 

john.doe 

To:

Doris Johnson  
Human Resources Manager  
Optimal Workplace Inc. 321  
Employment Avenue.  
Melbourne, Australia

11 August, 2019

Dear Ms. Johnson,

I am a successful business professional with a proven track record of business growth and restructurings of multinational corporations. I would bring my tenacity and penchant for success to your organization in the capacity of the senior executive. As such, here are the skills I will bring to your company:

- A strong commitment to the industry, having contributed my talents in the food and beverage category in a variety of roles and capacities.
- Solid marketing background and the savvy to implement, understand and troubleshoot marketing operations while achieving business growth and increased market share resulting in profitability.
- The entrepreneurial spirit, adaptability, and knowledge that will bridge essential relationships to achieve business success

relationships to achieve business success.

- More than 18 years of strategic, forward-thinking initiatives that transcend the current state of the company to deliver profitability and achieve growth.

My MBA degree and leadership positions held in a volunteer capacity with various non-profit organizations further bolster my qualifications and aptitude to complete the job requirements. I'd like to discuss also with you the experience and value I will bring to your company as I have done so often in the past.

I will contact you in the coming days to arrange a discussion. If you would like to get in touch before then, please contact me using the information above.

Thank you for your consideration.

Sincerely,  
John Doe


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## 5) Cover Letter Example for a PhD Application

Jane Doe

jane.doe@gmail.com 

416-821-9879 

New York, USA 

jane-doe.com 

linkedin.com/in/jane-doe.com 

To:

Maria Winter, Ph.D.  
maria.winter@harvard.edu  
Department of Political Science at  
Harvard University  
Cambridge, MA 02138, USA

10 - 15 - 2018



To whom it may concern,

I am writing to express my interest in the doctoral program in the Department of Political Science at Harvard University, as it has always been my age-long ambition to become a political advisor to the President of the United States of America.

Thanks to the swift progress of my Bachelors and Masters degrees, it is glaring that studying and doing research are endeavors I would like to engage in even more. While studying for my BSc in Behavioural Psychology at Yale University, I developed a strong interest in the interaction between individuals and their environment and I found this very intriguing and interesting, specifically its influence in World politics today. After my Bachelors, I pursued a Master's degree in Political Communications also at Yale University, which I completed in January 2018.

I believe that there is no better place to continue my academic career in Politics as it relates to Behavioural Psychology than the Political Science department at Harvard University. I consider it a very rich experience to get the opportunity to meet students from all over the world and learn about their culture and values. Hence, courses like Democracy and Citizenship, Public Policy Analysis, and Management of Religious Diversity would give me more insight into how politics is affected in the world today by many other factors aside Behavioural Psychology. Considering the pedigree as well as the content of the Master's degree in Political Science at Yale University, combined with the knowledge I have garnered from my previous studies, I am confident that this Ph.D. brings me a step closer to my goal of becoming a political Advisor to the President of the United States.

I believe that I am a very diligent and highly motivated student; while studying for my Bachelors and my Masters, I did not fail any exam or fail to turn in any due assignment. I am certain to push through with the dedication I have always worked with to accomplish my goals and gain more knowledge and insight into political science. I developed a very deep interest in politics from my experience in working with the **[party name]** at **[party address]**, a political party in **[country name]**. Here, I attend meetings, determine political campaigning activities, design accurate slogans and texts for campaign purposes and devote myself to offline and online political campaigning.

Studying Political Science at Harvard University is an opportunity I would love to dedicate myself too wholeheartedly, and I hope that during my stay in Boston, Massachusetts, I will be able to contribute to the community in the best way that I can. Considering my academic performance so far and my desire to enrich mine and others' knowledge in political science, I am convinced that I will be a valuable addition to the programme. I hope to be given this chance, as I am confident that I am capable of meeting and even exceeding your expectations.

Thank you for considering my application.

Yours Sincerely,  
Jane Doe


## 6) Cover Letter Example for Senior Executive





# John Doe

VP, Finance & Operations

john.doe@gmail.com 

416-821-9879 

Toronto, Canada 

linkedin.com/in/john.doe 

john.doe 

To:

Doris Johnson  
Human Resources Manager  
Optimal Workplace Inc. 321  
Employment Avenue. Toronto,  
Canada

*21 September, 2018*

Dear Ms. Johnson,

As the Vice-President of Finance and Operations at a national food chain, I bring proven success in enhancing productivity and gaining an advantage when it comes to profit margins. My work spans companies and business units at varying stages of growth, from start-up to multinational organizations.

With over 20 years of achieving profitability and long-term growth, I seek to monitor budgets and sales numbers closely to identify areas for improvement. I am known for enhancing performance through technology upgrades, implementing best practices, and improving employee training protocols.

Examples of my achievements include:

- Drove successful launch of start-up organization through contemporary hiring practices, defining product implementation, and developing go-to-market strategies to achieve 50% margins and \$15M+ revenue within my first three years.
- Managed daily operations of a \$100M+ consumer goods department that introduced a complete line of products to the U.S. and Canada, improving profit margins by 14%.
- Proved a vital team member that conducted a complete leadership reorganization that resulted in a 10% improvement in productivity within the sales department and a 15% improvement within the technical team.

As a skilled professional with a CPA degree and a background in analyzing and improving sales numbers, I am confident I will prove an asset to your company and respectfully submit my application for your review. I would like to request a meeting to discuss how I can help meet your goals. I am available at your convenience and hope to hear from you soon.

Thank you for your consideration.

Sincerely,  
John Doe

## Start Building Your Cover Letter

### Suggested Reading:

- [How to Start a Cover Letter - 4 Tips for the Perfect Opening](#)
- [How to End a Cover Letter](#)
- [How Long Should a Cover Letter Be?](#)
- [How to Make a Resume for 2020](#)

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*Author*

**Andrei Kurtuy** - Resume, CV and Cover Letter Writing Expert



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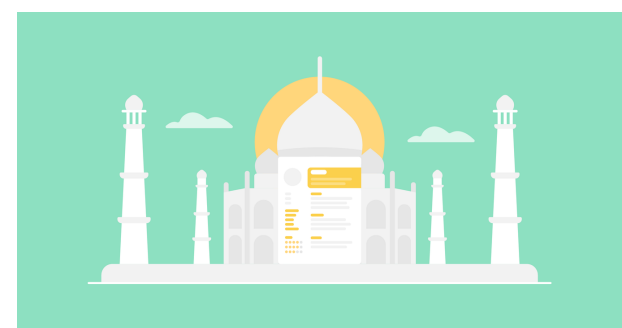
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