

COVER LETTER

Sample & Breakdown

Find out who you are writing to by calling company's HR or looking at their website; can also use *Hiring Manager, Hiring Committee, or recruiter*

Place date you will send letter

Place Header on top of cover letter

Jane Doe

janedoe@gmail.com | www.janedoedesigns.com | 310-999-9999

September 18, 2016

Company Recruiter
Company Name
Street Address
City State Zip

Place Company name
After, place company address

Dear Company Recruiter:

Begin letter with "Dear _____:"

While searching for graphic design positions on the Otis College of Art and Design online job board, I found your job opening for a Graphic Designer. I am currently a junior majoring in Communication Arts and am seeking a part-time design position. I am very interested in this opportunity and, after reading the description, I know that this job would be a great match for my skills.

1-0.5 Inch margins

3-4 Paragraphs for a letter

No indents in paragraphs

Font size can be 10 to 12pt.

Check grammar & Spelling

One of the things that I appreciate about your company is the consistent attention to detail which can be seen in your product line. Not only are your products, such as Product M, essential for designers, they are well crafted and easy to use. It is also comforting to see a company of your stature so highly involved in the betterment of the community through your programs such as "Make a Difference Los Angeles 2009". Your job description asks for experience with Photoshop, InDesign, and Illustrator. I have learned all of these programs through courses taken while in pursuit of my degree and have used them in my internship with [A Boutique Design Firm]. In addition to those skills, I have extensive experience on Macintosh computers and peripheral knowledge of web design. I am confident that I can contribute my sharp eye for detail and a willingness to get each job done correctly and on time.

I believe that I have a lot to offer [Company Name] and look forward to the opportunity to work with you. My resume is attached to this email. Should you need any further information on my background or qualifications please contact me at janedoe@gmail.com. Thank you in advance for your consideration.

End letter with: "Sincerely,"

Sincerely,

Sign letter with name

Jane Doe
310-999-9999
janedoe@gmail.com
www.janedoedesigns.com

First Paragraph
Make sure to include:

- Position/field you are applying to with company name included
- Why do you want to apply to this company?
- What skills do you bring to this position? How are you a good fit for the company?

Body Paragraph(s)
Make sure to include:

- skills that the company is looking for and how a project you have done has developed that skill
- link your experiences to how you would be a good fit for the company
- Body paragraphs can include: volunteer experiences, projects, classroom work, and any other relevant experience

Conclusion Paragraph
Make sure to include:

- How you look forward to schedule an appointment for an interview
- Place contact information
- Optional: place a sentence that restates why you are a good fit for this position and company



Career Services

**Otis College of Art and Design
Career Services**
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(424) 207-2490
careerservices@otis.edu