Modern Cover Letter Sample

**sofia lopez**

Los Angeles, CA

555-555-5555

sofialopez@gmail.com

Feb 17, 2023

ABC Company

Business City, CA 91030

Dear Emma Anderson,

Through my experiences as a parent educator and teaching assistant, I have learned that the most effective change for children’s wellbeing starts in the home. ABC Company’s emphasis on early intervention and increasing accessibility of childcare resources greatly aligns with my own values as an educator and parent. I believe with my passion and experience that I would be a perfect candidate for the Program Specialist opening at ABC Company.

Here are some ways I can help.

**Knowledge of childcare resources and general childcare information.**

As a parent educator, I created a resource list of local childcare companies as well as promoted articles on healthy parenting in a weekly newsletter. My knowledge and expertise allow me to confidently share information with parents in an accessible way.

**Demonstrated ability to work effectively with parents and childcare providers.**

In my most recent role, I was often the “mediator” in introducing parents to childcare providers in their area. Throughout my experiences, I was commended by my supervisors with my ability to build relationships and provide recommendations.

**Enthusiastic team player who takes initiative**.

I collaborated with my co-facilitator at the Early Education Center to create fun icebreakers for our parent groups. After receiving parent feedback, I took the initiative to start a new support group to serve single fathers.

I look forward to discussing with you further how my passion and experience working within the community makes me a perfect candidate for this role. Thank you for your time and consideration.

Sincerely,

Sofia Lopez

Traditional Cover Letter Sample

**sofia lopez**

Los Angeles, CA

555-555-5555

sofialopez@gmail.com

May 5, 2020

Emma Anderson

Director, Human Resources

Earth First, Inc.
Business City, CA 91030

Dear Emma Anderson,

It is with great pleasure that I am applying to the *Environmental Coordinator* position at Earth First, Inc. Having recently graduated with a bachelor’s degree in Geology with a focus in water quality issues, I am excited to utilize what I have learned in order to make positive changes in our community. For many years, I have attended Earth First sponsored events and I would love to be part of your progressive organization as my values align closely with your mission. Because of my environmental research experience, leadership skills, and ability to work well in a team I am confident I will be an excellent addition to your organization.

As a student at Cal State LA, I am proud to say I have acquired two years of experience as a Research Assistant to Dr. Morales. Working alongside Dr. Morales has given me an opportunity to do fieldwork throughout the San Gabriel Valley in testing water quality levels. After collecting samples and inputting data into our collection software, I wrote several reports summarizing the key findings. These reports were later incorporated into Dr. Morales’ published articles. As your Environmental Coordinator will need to write reports for partners and members of the organization, I look forward to applying my writing and research skills to your current initiatives.

I also have extensive leadership experience and love working in diverse teams. As a Green Peace Team Manager for three years, I directly oversaw 12 canvassers as we raised over $30,000 in order to fund a variety of environmental issues. Because my team was comprised of canvassers from very diverse backgrounds, I have wonderful intercultural communication skills and always create a welcoming and rewarding atmosphere for team members. Because Earth First has a strong commitment to diversity and teamwork, I know I will be a perfect fit.

Attached is my résumé, which highlights not only my research, leadership, and teamwork skills but also includes several other skillsets that will be a great asset to Earth First. Thank you for your consideration and please feel free to reach out to me anytime if you have further questions.

Sincerely,

Sofia Lopez

Two-Column Cover Letter Sample

**sofia lopez**

Los Angeles, CA

555-555-5555

sofialopez@gmail.com

Loon Lake Agency
Los Angeles, CA 90215

Re: Marketing Analyst

Dear Antonio Freeman:

When I read your ad for the Marketing Analyst position, I could not help noticing how well your requirements align with my experience, education, skills, and values.

While my attached résumé provides a good overview of my strengths and achievements, I have also listed some of your specific requirements for the position and my applicable skills:

|  |  |
| --- | --- |
| You require: | I offer: |
| Strong research and analytical skills  | Experience conducting research, analyzing data sets, creating graphs and charts, and presenting complex data in digestible ways to stakeholders  |
| Social media marketing expertise across multiple platforms  | Extensive experience creating social media marketing campaigns across multiple platforms resulting in a 20% increase in customer engagement |
| Ability to solve problems independently while working remotely | Success in solving numerous problems during research assistant position with minimal supervision working remotely, such as correcting previous faulty data practices, self-learning new Excel features, and taking initiative to solve data errors |
| Intermediate to advanced in Microsoft Excel | Strong expertise in Microsoft Excel with specialty in creating charts, graphs, pivot tables, V-lookups, and other various analytical functions |
| Value working in a culturally diverse environment | Significant experience working and studying in highly diverse environments always utilizing inclusive practices in order to maintain harmony and reach our goals  |

Because my expertise closely aligns to your needs, I am confident I would be a great addition to Loon Lake Agency. Thank you for your consideration and I look forward to hearing from you.

Sincerely,

Sofia Lopez