

Sample Cover Letter

111 Elm St.
Fairview, WV 46689
May 1, 2023

Fredrick College Business Department
WVU Business Programs
100 College Ave.
Morgantown, WV 55555

Dear Selection Committee:

Please accept my attached resume for the position of Office Assistant - Business Programs as advertised on the West Virginia University employment website. Based on the description of the primary duties and responsibilities of the Office Assistant, I believe I would be an excellent fit for this position for three specific reasons.

Communication: Over time and through my varied work-related experiences, I have had the opportunity to develop great communication skills. As a teacher, I was able to impart essential information to classrooms of young children. As a marketing and technology coordinator, I learned the skills needed to communicate through the written word, both on-line and in print. Lastly, as co-manager of the coffee shop/café my husband and I ran for thirteen years, I became adept at reading people and making meaningful conversation in one-on-one encounters. When I taught adults in my seminars and cooking classes, I was able to stand up in front of a room of 12-15 people and share healthy living information in a passionate and encouraging way through multi-media presentations and follow-up emails.

Interpersonal Skills: Every job that I've held required that I be able to work well with others. My ability to use intelligence and common sense helps me understand and relate to people in many different settings, such as classrooms, offices, and, most recently, a coffee shop. Working with customers over the last 13 years in our coffee shop taught me how to listen and respond to specific requests, to deliver delicious products, provide a comfortable environment, and establish relationships that were welcoming and inviting—all which resulted in customers returning again and again.

Attention to Detail: Many of my career experiences have had some sort of written component, including lesson plans, newspaper articles, on-line job postings, web site management, and recipe development. Paying attention to detail is inherent in each of these situations, and any discrepancy in a line of code, a misspelled word, a job detail, or mismeasurement in a recipe will result in a flawed outcome. I take pride in proofing, editing, and in general catching every error that is humanly possible, so that the product I'm responsible for is of the highest quality.

In closing, I believe I would be an excellent fit for this position. Please feel free to contact me at 555-555-5555 or xxxxyyyy@gmail.com at your earliest convenience.

Sincerely,
M. Smith