

COVER LETTER SAMPLES

On the following pages, you will see a number of cover letter samples. You can use these as inspiration to create your own. Additional cover letter resources can be found online or at your local library.

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STANDARD COVER LETTER

Keith Urban
123 Yeehaw Road
Nashville, TN 12345

August 19, 2017

Miranda Lambert, Recruiter
Herberger's
456 Executive Street, 4th Floor
Los Angeles, CA 12345

Dear Ms. Lambert,

When I saw your recent posting for a Buyer position on the Minneapolis College of Art and Design's Career Services website, I knew it was the perfect way to combine my background in art, design and retail sales. As you can see from my resume, I recently graduated from MCAD with a Bachelor of Science degree in Entrepreneurial Studies.

While attending the college, I was able to learn a great deal about marketing strategies and product design in several of my courses. Further, I was able to gain an appreciation for all kinds of aesthetics and have learned to apply this ability when helping customers in my retail sales position at Macy's. In addition to my experience in retail sales, I was responsible for keeping track of inventory since all merchandise was sold on commission.

My communication skills have been greatly enhanced through all of my positions, especially at General Mills, where I had the responsibility to communicate concepts quickly and clearly to the design team. I am confident these skills will be an asset when negotiating with vendors.

I will be in Los Angeles the week of September 7th. I will call you in advance to set up a time when we can meet. If you have any questions, please call me at (555) 555-5555, or email me at kurban@mcad.edu. You may view my portfolio at: www.keithurban.com.

I look forward to meeting with you. Thank you for your consideration!

Sincerely,

Keith Urban
Enclosure: Resume

EMAIL WITH A RESUME ATTACHED

Dear Mr. Wolverine,

Your recent Animation internship posting on the Minneapolis College of Art and Design's Career Services website greatly intrigued me. Rogue Games is a leader in cutting-edge game design and I have been following the company's rise for the past few years from a three-person operation to your current status of over 100 employees worldwide.

As you can see from my resume, I have worked on many classroom projects that have increased my proficiency in animation and animation software. Your posting particularly stressed the importance of good hand drawing skills as well as proficiency with programs like Flash, 3D Max and After Effects, all of which I possess. In addition, you can see that I have experience working as part of a team as well as being able to take initiative in my work.

Please take a look at my designs, renderings and animations on my website: www.jeangrey.com. I will follow up with you next week if I don't hear from you before then. If you have any questions in the meantime please don't hesitate to be in touch either via email or phone.

Thanks for your time and I look forward to hearing from you.

Jean Grey
jean_grey@gmail.com
555-555-5555

LETTER OF INQUIRY

Adam Sandler

12345 Funny Avenue • Minneapolis, MN 12345
555-555-5555 • asandler@gmail.com • www.adamsandler.com

May 15, 2017

Tina Fey, Senior Graphic Designer
The Saturday Night Live Group
123 California Street
Minneapolis, MN 12345

Dear Ms. Fey,

I am writing to inquire about summer internship opportunities with The Saturday Night Live Group. I was given your contact information from the Career Services office at the Minneapolis College of Art and Design. I am currently a Junior Graphic Design major at MCAD.

It was exciting to find an alumna of MCAD using graphic design skills in a public relations context. My focus in graphic design at MCAD has been in web and interactive design. I have also concentrated my professional energies in the area of public relations during a summer 2016 internship in MCAD's Development Office. As an intern, I was responsible for adapting MCAD's web design models for the Development Office, where I worked closely with both the Development and Design staff throughout my internship.

My specialized training in web design and my experience in a public relations context have provided me with the tools I need to make a real contribution to The Saturday Night Live Group. I hope that you may be able to advise me on the best approach to making a start in this field.

Thank you for your time and attention. I will follow up with a phone call within the next week to discuss with you any potential internship opportunities at The Saturday Night Live Group.

Sincerely,

Adam Sandler

COVER LETTER FOR AN INTERNSHIP

JAKE OWEN

123 Beach St. • Prior Lake, MN 12345 • 555-555-5555 • j.owen@gmail.com • www.jakeowen.com

March 26, 2017

Eric Church
Human Resources Manager
The Guitar Collection
12345 String Street
Minneapolis, MN 12345

Dear Mr. Church,

I am writing in response to The Guitar Collection's posting for a Curatorial Intern, as listed on your website. I am currently a junior at the Minneapolis College of Art and Design (MCAD), majoring in Painting with a concentration in Graphic Design. As you will see in my enclosed resume, I have a wide range of experience with exhibitions and research.

I was equally drawn to the words "Curatorial Intern," and "Guitar Collection," since I am a devoted fan of the collection. Recently, I viewed the exhibition *Traveling Strings* and was inspired not only by the work itself, but also by the dynamic layout of the exhibition. I love the intimate setting as well as the vast array of European and American pieces that the Guitar Collection has to offer, and this institution will be a particularly inspiring place for me to intern since my long-term career goal is to work in the Exhibitions Department of a museum.

As a Research Intern at the Minnesota Historical Society, I am currently researching the history of the North Shore railroad lines and using my findings and photo documentation to help create a proposal for a restoration project. I am also currently working in the MCAD Exhibitions Department, where I transport artwork and assist in the installation and de-installation of 2D and sculptural works. Through this experience, I have been trained in art handling, gallery lighting, and how to organize and install a cohesive gallery space. These two different pursuits have also developed my ability to manage multiple tasks effectively and enthusiastically. I am eager to apply my skills and values to a curatorial internship at a prestigious organization like the Guitar Collection.

I welcome the opportunity to learn more about this position, and to discuss my qualifications at greater length during an interview. I will follow up with an email within a week regarding the status of my application. I look forward to speaking with you soon, and thank you for your time and consideration.

Sincerely,

Jake Owen

COVER LETTER TO ACCOMPANY AN ARTIST PACKET

James Bond
12345 Good Guy Street
New York, NY 12345
555-555-5555
bond007@gmail.com

July 19, 2017

Franz Oberhauser, Director
Special Agent Gallery
12345 Secret Street
New York, NY 12345

Dear Mr. Oberhauser,

During my recent trip to New York, I had the wonderful opportunity to visit your gallery. The exhibit entitled *Abstract No More* was a wonderful example of the resurgence in representational painting in the northeast. I understand the artists in that exhibit are indicative of the kind of work your gallery usually displays, which leads me to believe you will be interested in my recent work.

Enclosed you will find a current resume, slides of some of my recent paintings, a statement about the work, and a review from my solo exhibit at the Minneapolis Gallery. I would be happy to send you more slides or bring examples of my work to the gallery in person.

Thank you in advance for considering my work. I will contact you for follow up by the end of the month.

Sincerely,

James Bond

James Bond

Enclosures:
Resume
Slides
Statement
Review

COVER LETTER FOR AN ACADEMIC POSITION

NOTE: An MFA 2013 candidate wrote the following letter. He was pursuing a college graphic arts teaching position and received two offers within a few months.

January 15, 2013

Eastern Michigan University
Posting #FO229
202 Boone Hall
Ypsilanti, Michigan 48197

Dear Eastern Michigan University Art Department,

Please accept this letter as an application for the Assistant Professor of Graphic Design position. The combination of my professional design business, previous teaching experience and my recent MFA in Graphic Design from the Minneapolis College of Art and Design affords me the opportunity to create a classroom that will prepare the students for an intensive, rewarding education as well as a successful career in professional practice.

For the past eight years, I have worked for a variety of businesses including a children's magazine, environmental agency and design firm. I have learned different models of studio practice and eventually applied them to the development of my own design studio. Over the past several years, my client list has grown into a national group of non-profit and corporate companies. I believe this experience will translate well to the classroom as the demands of the practice and technology continue to grow.

My teaching experience has prepared me for the demands of the classroom. As an Adjunct Instructor at Valparaiso University, I developed and taught a semester-long curriculum for three different courses. As you can see from my resume, I also have experience teaching daylong technical workshops, lecturing at various colleges and high schools, and exhibiting my work in both galleries and museums.

Lastly, my educational experience allows me to make an immediate impact in the classroom. Having just graduated from school, I bring a fresh perspective to design theory, criticism and typography and I understand how to make the classroom an engaging and challenging environment to stimulate creative and technical growth.

Thank you for your consideration. I look forward to the opportunity to further discuss my qualifications as well as the position available in your graphic design department.

Sincerely,

John Doe
2501 Stevens Avenue South
Minneapolis, MN 55404
555-555-5555
johndoe1@gmail.com