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**Steve "Brett" Rogers**

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282-595-4837

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May 15, 2023

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Ms. Mary Employer  
Manager of Human Resources  
XYZ Company  
1111 Employer Way, Suite 400  
Arlington, TX 78222

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Dear Ms. Employer:

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I am writing to express my interest in the PDQ position at XYZ Company. After speaking with John Recruiter at the Rawls College of Business Spring 2023 Career Fair, I am very interested in this exciting position. My educational experiences at Texas Tech and proven experience in community outreach make me a strong candidate for this role.

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I recently graduated with a degree in marketing from the Rawls College of Business at Texas Tech University. As a student, I coordinated and planned the Alpha Beta Omega Red Hot Chili Cook-off that benefited the Make-A-Wish Foundation. Under my leadership, we contributed \$5,000 for local families; exceeding the previous year's commitment by 80%. In addition, I worked as a student assistant for the Rawls College of Business. In this role, I worked with a team of eight as the main support for all administrative responsibilities. I was also in charge of writing copy for various marketing pieces. My background in community outreach and marketing would allow me to contribute significantly to the marketing department of XYZ Company.

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I know my skills and education will make me a valuable member of your team and I would appreciate the opportunity to discuss my qualifications further in an interview. If you have any questions, please feel free to reach me at (282) 595-4837 or steve.rogers@ttu.edu. Thank you for your time and consideration.

Sincerely,

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Steve Rogers

1

Use the same header as your resume to create a consistent look across all of your professional documents.

2

Address the letter to a specific company. Include the recipient's name, position title, the company name and the address.

3

Never start a cover letter with "To Whom it May Concern". When writing a cover letter, don't be afraid to contact the company to see if you can find out who is receiving/reviewing the applications. If you can't find a name, it's best to use "Dear Hiring Manager" instead.

4

**INTRODUCTION**

- Clearly explain the position you are applying for and where you found the job
- Connect your experiences, education, or skills directly to the job
- Reiterate what makes you a strong candidate for the position

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**BODY**

- Expand on one or two of your strongest qualifications and most relevant experiences
- Include transferrable skills and explain what you did to develop those skills
- Explain how your past experiences will help you be successful in the new role

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**CONCLUSION**

- Restate your interest in the position
- Restate how you can be contacted (email address and phone number)
- Thank the person for their time and consideration

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Include 5 blank lines of space after the closing remarks in order to leave room for your signature. Include your printed name after the signature.