



College of Liberal Arts Cover Letter Samples

Use this template and sample cover letters to get inspired for your drafts. Our goal is to get as many keywords as possible from the job listing into your resume and 1-page cover letter. [Try this worksheet to practice articulating your skills](#), see the [Career Center's general cover letter guide here](#), and [attend Career Center drop-ins](#) for support.

Cover Letter Template

First & Last Name

City, State | 555-555-5555 | emailname@rams.colostate.edu

Date

Employer Address

Employer Address

Employer Address

Greetings:

First Paragraph

- Did you state the position title and where you found the job posting?
- Did you demonstrate that you know about the company (i.e., mission, size, location, clients, projects) and why you are interested in them?
- Did you summarize the top 3 skills quoted from the job posting you're going to focus on?

Middle Two Paragraphs

- Did you give specific examples to provide evidence demonstrating your interest and qualifications for this position?
 - **For internships:** Amplify your specific interest in the company/field & learning goals.
 - **For jobs:** Include as many concrete examples as possible. You can also share your ideas to show you know what you're talking about/what you want to contribute.
- Did you add a sentence explicitly connecting your experiences to this new role?
 - Highlight your overall experience – volunteering, involvement on campus, class projects, identities/lived experiences. Whenever possible, focus on work experience but only if it's the most relevant for this next job.
- Did you mention 1+ specific facts about the organization and your interest in them?

Last Paragraph

- Optional: Summarize some personality traits and talents that you haven't covered yet
- Did you thank them for their time and consideration?

Sample Cover Letter for student with “no relevant work experience”

Highlighted in blue = a direct quote from the job posting

First & Last Name

City, State | 555-555-5555 | emailname@rams.colostate.edu

Date

Employer Address

Greetings:

As a writer seeking opportunities to apply my skills in nonprofit settings, I was excited to find Give Well’s Content Editor posting [where]. I was particularly drawn to Give Well’s incredible mission focus on [mention something from their mission or website you appreciate]. With my experience, talents, and skills in [3 skills from the job posting], I would be excited to [what you want to accomplish in this new position] as the Content Editor on your team.

Vision of yourself in the position based on your experience/skills: After reading some of the Copy Editor contributions posted on your website, I see the direct, broadly accessible writing style for your content. Writing research papers about poverty, global resources, slavery, and affected vulnerable populations from Global Environmental Justice courses required an agility with these subjects. With every piece I write, I seek to break down complex problems; if I can’t write about them simply, I don’t know enough about it and will take the time to get informed. I am confident with my research and teaching background that I would have the skills to translate important global topics for multiple audiences and effectively vet new charities for Give Well.

Personal connection to the organization’s mission: Lastly, as a domestic violence survivor and artist, I have a deeper personal appreciation for the partnerships Give Well is trying to sponsor and expand, such as Violence Free Colorado. I feel an intrinsic connection to the impact of your work and have a service-oriented mindset, so I’d be a dedicated team member. With experience ranging from running a successful photojournalistic blog to academic writing, poetry, or in-depth research projects on social justice subjects, I would reach audiences as an advocate and writer.

Overall, I hope to bring my [talents you haven’t mentioned] to [thesis - what you want to accomplish in this position] at Give Well. Thank you for your time and consideration; you may contact me at the information above, I look forward to hearing from you.

Best,

Sample Cover Letter for student with “more relevant experience”

Highlighted in blue = a direct quote from the job posting.

First & Last Name

City, State | 555-555-5555 | emailname@rams.colostate.edu

Date

Employer Address

Greetings:

As a new graduate pursuing opportunities in the sports industry, I am thrilled to apply for the Colorado Avalanche Membership Coordinator position, which I found [where]. With my versatile portfolio, I am prepared to jump into a full-time role with my experience, talents, and skills in [3 skills from the job posting]; I'm ready to take things to the next level for the Avs.

Vision of yourself in the position based on your experience/skills/accomplishments:

With 3 years of experience, including my current five-season stretch with MHH, I've moved up the ladder quickly. Starting as a volunteer with the Avs, I helped facilitate activities to engage with children and families through hockey camps for 2 summers. During this, I offered ideas and was promoted to my current Programming Intern position. I initiated social media campaigns and managed day-of logistics for events. Through interactions with fans, our membership enrollment increased by 47%, exceeding our goals and which I personally contributed to. Furthermore, I better crafted my writing and AP Style through editing and copyediting skills from my Communications classes. As your Membership Coordinator, you want a true fan who's organized, creative, and a storyteller; in this role, I would foster strong relationships through effective communication, leadership, and professionalism when representing the Avs brand.

Personal connection to the field/the organization's mission: Growing up, sports was my escape from the real world – as a sports professional, it's become my world; I live to tell stories and let audiences revel in the escape of the game. My experiences in and out of athletics deepened my belief in hard work; I built my project management skills balancing a full academic course load, the Programming Internship, and leading as a Resident Assistant with programming and community building for 60+ students. Even then, I still made time for every Avs game last season. Thank you for your consideration; I look forward to hearing from you.