Cover Letter Template

Student Address

Date

Employer Address

Salutation

Address by proper name when possible with Mr., Ms., or Mrs Last Name, not First and Last Name.

First Paragraph

Middle Paragraph

Conclusion

Closing

222 Harrison Dr
Pittsburgh, PA 15223

October 16, 2013

Ms. Jennifer Lock
Company X
2105 S. Lakeside Drive
Waukegan, IL 60085

Dear Ms. Lock:

I am a first year MBA student at Carnegie Mellon University's Tepper School of Business. I am writing today to apply for the Operations- Summer Associate position (Job #12345) which I found posted on the company website. Based on my research, which includes networking with Nick Lange (Intern 2012) and meeting Bob Smith (Full time employee and Tepper Alumnus) on the Tepper Trek, I appreciate Company X's entrepreneurial approach to solving business problems, I am confident my skills and background would allow me to contribute to Company X from the outset.

The Operations Summer Associate position requires qualities that I possess, such as leadership skills, creative problem solving and strategic thinking. I am a proven leader and team player based on the 6 years I served as an Officer in the US Army where I led teams of varying sizes on very different missions. These experiences demanded that I quickly learn new roles to have the greatest impact in the shortest amount of time. I also had the honor of leading soldiers in combat in Iraq where I developed my problem solving skills to quickly make educated decisions with great consequences based on limited information. Finally, I used my strategic thinking skills when I led my battalion's planning section where I had to accomplish short term missions and support daily functions, while keeping the big picture in mind and ensuring we looked forward. The result was that future operations did not catch us by surprise.

Thank you for considering me for this position. I would love to discuss these and other qualifications with you.

Sincerely

Stacy Lolkus
765-450-7583
slo@tepper.edu