

Cover Letter Example



This cover letter and other great advice can be found at askamanager.org

Dear Hiring Manager:

It is with great enthusiasm that I submit my application for the position of Sales Coordinator for the Westeros Castle Project. As an administrative professional with over ten years' experience, I know my diverse skills and qualifications will make me an asset to the Westeros project team.

As you will see from the attached resume, I've built my career in a variety of roles and industries, mostly in small companies where I was not just the admin but also gatekeeper, technology whiz, bookkeeper and marketing guru. I'm not only used to wearing many hats, I sincerely enjoy it; I thrive in an environment where no two work days are exactly the same.

In addition to being flexible and responsive, I'm also a fanatic for details – particularly when it comes to presentation. One of my recent projects involved coordinating a 200-page grant proposal: I proofed and edited the narratives provided by the division head and generally made sure every line was letter-perfect and that the finished product conformed to the specific guidelines of the RFP. (The result? A five-year, \$1.5 million grant award.) I believe in applying this same level of attention to detail to tasks as visible as prepping the materials for a top-level meeting and as mundane as making sure the copier never runs out of paper.

Last but certainly not least, I want you to know that I'm a passionate Westeros fan and a longtime supporter of the new castle. I've already checked out the new castle website, and the renderings of the new throne and great hall are stunning, to say the least – I particularly love the vintage murals and art featured throughout the building. Nice touch!

In closing, I am thrilled at the possibility of being involved in the new castle almost literally from the ground up, and would love the opportunity to meet with you and discuss the value that I can bring to the Targaryen organization and the Westeros Castle Project. I appreciate your consideration and look forward to hearing from you.

Warmest regards,

Catelyn Stark

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Dear Hiring Manager,

I came upon your listing for a Customer Service Coordinator while browsing Indeed, and it really jumped out at me. It doesn't seem like a normal customer service job, but one that presents new challenges that even I, a 10-year veteran of customer relations, would find new and interesting. Using my head to solve problems and going the extra mile to satisfy customers come naturally to me, and I'm sure I would be able to continue your company's tradition of excellence in customer service.

When I work retail, I'm not just a cashier; I am a teacher, a problem solver, and a friend to all my coworkers and customers. Working at Storm's End especially, I often coached my customers on how to use the new camera they had just bought, or show them all the features of the iPod Touch their child wanted, and helped determine which model was right for them. Even at the Iron Bank, there were times where I would be sitting in the café with a customer who just couldn't get their Kobo e-reader to boot up. Outside of work, I took it upon myself to become familiar with the products we carried so I could answer any questions that came my way. I've prided myself in being the employee managers can rely on, and I would love to bring this dedication to the City Watch.

My initial role at the Iron Bank was to follow up with our clients for executed documents. With very little to go on and no one to instruct me, I was able to devise a process which streamlined my follow ups, allowing me to take on additional responsibilities. My greatest achievement was the document execution escalation procedure I created, which was used by our department. One of my supervisors gave me the moniker of "escalation guru" due to my tenacity in getting affidavits back on time.

I was thrilled to read about this opportunity and am eager to learn more about it. I would love to meet with you and discuss the contributions I can make to the City Watch as your new Customer Service Coordinator.

Sincerely,

Brienne of Tarth

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Dear _____,

As soon as I saw your posting for a _____, I knew it was the perfect position for me – and that I was the perfect solution for you. Let me explain further:

As you will see from the attached resume, I've worn a lot of different hats. As a freelancer I've run the marketing gamut. From e-blasts, public relations and web marketing to copywriting, video and print production, you name it, I've done it. I'm extremely motivated, organized and disciplined – you have to be to work from home – and, it's important to note, never had a dissatisfied client.

While my official title at _____ was Project Management Coordinator, in reality I was known as the person who could do everything. Hats I wore there included copywriter, researcher extraordinaire, PowerPoint & Word guru and my favorite – She Who Must Be Obeyed (earned for riding herd on the account executives and graphics geniuses). We were a small company where everyone had to pitch in, and I thrived on the excitement of being involved at every level of every project.

No matter where I've been, I've produced topnotch work because I'm dedicated to making sure each and every piece stands out from the crowd. Whether it's promotional work for external clients or internal corporate leave behinds, I pride myself on my ability to recognize and articulate a distinct voice for every project. And that's not always restricted to the written word. I've also designed and produced unique promotional giveaways for various clients.

While writing is my passion, project management is my bread and butter. Keeping on top of projects and making sure all parts get to the finish line at the same time is one thing I do best. The ability to juggle projects and never missing a deadline didn't just develop through my professional experience. It also comes from having three kids in four years – all with very different personalities, activities, schedules and demands. It was adapt or die trying. I've learned to budget my time and my assets, and most importantly, I've learned to be flexible and to get things done.

I know what you're thinking – that yes, I am the perfect person for the job, but there is no way you can afford me. But I'm not in it for the money – well, I am, but it isn't the most important thing. I'm looking for a position where my contributions count and my efforts are appreciated – and hopefully a long-term commitment. Benefits such as a short commute and flexibility mean just as much as salary to me. The fact that you're ten minutes from my house is a big plus – and you'll never have to worry that I'll be late! So let's talk soon.

Sincerely,

Rebecca Zultowski

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Dear Hiring Manager,

The minute I saw this position posted on Indeed, I knew I had to jump at the opportunity. I could see that this was the perfect fit for my experience and qualifications, and that I'm exactly what you need. I'm quite sure you hear this kind of hyperbole all the time, so let me tell you a bit about why it's true in this case.

I've been following Stark Investments' progress with interest for several months now, ever since I noticed a large number of postings for the hotels you'd bought in Westeros. A bit of research—particularly a look into the case studies posted on the Stark website and reading up on financial articles about the sale of the four Westeros hotels—provided further information. Specifically, that Stark has frequently bought up hotels that are struggling and turns them around. And along with physical improvements to the hotel, that'll mean 'cleaning house': freshening up the staff as well as the building.

So here's the crux of it: you need someone new who isn't wedded to doing everything the way it's been done before. Someone who's committed to high standards and is willing to adjust, change, or completely redo current procedures to find the best way of doing things, and who lives and breathes top-notch customer service. And since all of that is my bread and butter, I'm really excited about this opportunity. Every place I've worked, my favorite part of the job is looking at how things are done and trying to figure out ways to do it better. From finding the best place to store supplies for easy access to generating new and better forms, I absolutely love finding the most efficient way to do something. Needless to say, I'm eager to get my hands into a juicy project like this and get things running smoothly.

Of course, efficiency isn't the only thing you'll need, and the most efficient restaurant in the world won't succeed without solid customer service. I adore working with people, and I have a binder full of compliments to testify to it. To me, customers aren't irritations to be overcome; they're the 'fun' part of my job. I've even held a leadership position before in a restaurant, so while this would be my first management position within a hotel, I already have a sense of how I'd like to handle issues, what I'll do under pressure, and what the difficulties in supervising a position like this are.

I'm really thrilled about this opportunity, and I'd love to talk more about it with you. I can be reached at _____. I'll be looking forward to hearing from you soon.

Sincerely,

Dany Targaryen