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Cover Letter Opening Statements

Many people find starting a cover letter to be the most difficult part of writing a cover letter. The following opening statements may help you get started. Select the opening statement that best reflects how you heard of the open position or your situation. Replace the **bolded words** with specific information.

- While visiting **(Company Name's)** website, I noticed you are seeking a **(Job Title)**.
- At a **(event name- recruiting seminar, job fair, etc.)** I had the pleasure of discussing **(Company Name's) (specific goals- financial, management, etc.)** goals with **(Mr./Ms. Smith, Title)**. **(S/He)** alerted me to the fact that **(Company Name)** is actively seeking an ambitious **(Job Title)**.
- Through a recent press release, I became aware of the impending departure of **(Name of position and individual)**. Example: **Companies Director of Human Resources, Ms. Robin Strickland)**
- I am confident in my ability to make an immediate and valuable contribution to **(Company Name)**.
- I was recently speaking with **(Mr./Ms. insert name)** from **(Company Name)**. **(S/He)** recommended that I send you a copy of my resume. Knowing the requirements for **(name of the position)**, **(s/he)** felt I would make an ideal candidate.
- I was pleased to learn of the need for a **(Job Title)** with **(Company Name)**. I believe the qualities you seek are well matched by my track record.