

Insert Career
Center Logo
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The T- Format Cover Letter Examples

YOUR REQUIREMENTS

B.S. or M.S. in Social Work or
Special Education

Experience diagnosing and
treating developmental disabilities

Communication skills

CORE SKILL

Bachelor's degree

Knowledge of media production

Presentation skills

Leadership

Teamwork and interaction

MY QUALIFICATIONS

M.A. in Special Education

Internships provided case management
experience diagnosing and treating
disabilities in two elementary schools

Proficient in Spanish
Bilingual student teaching experience

EVIDENCE

B.A. in History, minor in Film Studies

Two hands-on summer internships with a
multimedia producer of corporate events

Comfortable speaking before groups
College peer advisor
Strong writing and editing skills

Repeatedly took on leadership roles in
school and community activities

At my best when collaborating with others

NOTE: For an online application, this format allows you to cut and paste your cover letter within the space provided.

Example:

Below is a comparison of your job requirements and my qualifications for the position of management trainee:

Bachelor's degree in business or management

- B.S. in Business Administration with additional coursework in organizational behavior.

Human resources or training experience

- Chosen to train all new employees in a fast-paced retail environment.

Reliability and work ethic

- Promoted twice in three years with Blockbuster Video.