

# Cover Letter Sample

**CHRIS GOLETA**

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Leslie Sanchez, Program Director  
Edible Schoolyard Project  
Chez Panisse Foundation  
1517 Shattuck Avenue  
Berkeley, California 94709

Dear Leslie Sanchez:

I learned about your work with Alice Waters and the Edible Schoolyard Project from my professor, Donna Lubak. She knows my career interests and, remembering you from her class in 2007, urged me to get in touch with you. I visited your website and was thrilled to see a job posting for a *Site Coordinator Position*. I have enclosed my résumé with this letter.

After a careful reading of the position description, I am confident that I have a number of skills and experiences that I can put to use at the foundation:

- **Program outreach and strategic planning.** Two of my internships were on local area school sites where I learned about the culture and basic structure of the public school settings in California. During this time, I worked closely with a foundation-sponsored program to increase student reading skills and observed and assisted in several successful combined program initiatives that might be useful for the Edible Schoolyard project.
- **Strong accountability and reporting capabilities.** Successful completion of the UCSB writing minor has honed my abilities to integrate various report formats using Excel and PowerPoint in creative and effective communication styles.
- **Language and cultural sensitivity.** During my internships and travels, I have acquired insights into the barriers and challenges facing non-English speakers in addition to my own efforts to become fluent in Spanish.
- **Healthy eating habits advocate.** As a certified food enthusiast, I regularly volunteer at the Isla Vista Food cooperative sorting organic vegetables and helping customers. The mission of the Schoolyard project is a direct match with my own system of values.

The best time to meet for me would be during my winter break at the end of March. I will check with you in the next couple weeks to find out when would be best for you. Thank you in advance for your time and consideration.

Sincerely,

*Chris Goleta*

Chris Goleta

Your opening line is critical, as is the first paragraph. The average employer needs to be enticed to read past the first sentence.

Pick three to four top skills or qualifications the employer is seeking based on the job description and match your interests, traits, experiences, and education.

Close the letter by letting the employer know how they can reach you and by taking the responsibility yourself for the next step. Tell the reader when you will contact them to see when the two of you might meet to talk in person. This is not being pushy—it is showing initiative.