General / All-Purpose Cover Letter Sample

Your Name

Your Address (Optional)

Your City, State, Zip Code

Your Phone Number

Your Email

Date

Name

Title

Organization

Address

City, State, Zip Code

Dear Mr./Ms. Last Name:

I am writing in reply to the classified ad you posted seeking to fill the position of Graduate Student Advisor for the Master of Arts in Liberal Studies degree program at ABC College.

Having earned my Master of Arts degree in Academic Advising from XYZ University, I understand the importance for informed academic counseling and program planning in a higher education environment.

I have also experienced, first-hand, the comforting effect of being able to contact an adviser who genuinely cares for the professional growth and success of students.

Prior to my graduate studies, during my career as an electrician, I was elected Chairman of the Executive Board which sat as the union’s representatives to the apprenticeship advisory board. In this capacity, I was able to be an effective advisor to apprentices who were experiencing scholastic problems which threatened their future in the industry. I particularly enjoyed working with older apprentices who were seeking a career change and had problems adjusting to the obligations of work, school, and family life.

I believe that both my educational background in Academic Advising and my work-related duties of counseling and advising students enrolled in learning programs qualifies me for consideration for the position of Graduate Student Advisor. I look forward to discussing how my skills can be of value to ABC College as it prepares to move into the new millennium. Thank you for your time, consideration, and forthcoming response.

Sincerely,

Your Signature (hard copy letter)

Your Typed Name