

# COVER LETTER MODEL



Willy Wildcat

(866) 972-2228 | wiwild01@wsc.edu | Wayne, NE 68787 | www/linkedin.com/in/willy.wildcat

August 27, 20XX  
Amazon  
410 Terry Ave.  
Seattle, WA 98109

Dear Brand Specialist Recruiter,

It is with great enthusiasm that I submit my application for Amazon's Brand Specialist position. As someone with a diverse skillset, analytical and professional background, energetic spirit, and several great leadership experiences, I am a great fit for this position. Through my varied professional internships in insurance, financial consulting, and marketing & sales, I have learned what it takes to work in a fast-paced environment filled with ambiguity and problem-solving. I have been successful in learning complex concepts in a short timeframe, and I believe that this is a strength I can bring to the team at Amazon.

You are looking for someone who is the brains behind your work. With my analytical ability to break down problems, find patterns, research markets, and draw conclusions, I am the perfect fit for this role. This past summer, I interned at Aon Hewitt in Chicago, which is a company that specializes in consulting with clients regarding the financial implications of their pension plans. I spent much of my time manipulating data in Excel, which allowed me to further develop my analytical skills. Even though most of my work was spent analyzing data and drawing conclusions, another large component of my work was collaborating with several different client teams in order to deliver the best client service possible. Throughout this experience, I learned that I loved the client-facing side of the work as well as the deep technical work, which led me to apply for this position. I wish to use the analytical and communication background that I gained from this experience to further Amazon's Retail Undergraduate Program.

In addition to the professional experience I've gained throughout my time in college, I have also been heavily involved on campus. I have multiple leadership positions in the student government organization, including being elected a Senator representing the College of Business and Technology in addition to being selected as Communication Committee Chair, where I lead a team tasked with delivering both written and verbal communications to the 4,000+ students at our college through print and social media marketing. Through my role as a Senator, I am in charge of collaborating with the Senate body to recognize areas we can improve upon as a college and taking the lead on developing a solution. For example, the Senate has worked hard recently on passing bills relating to environmental sustainability on campus such as recycling and promoting environmental education. Through these leadership positions, I have learned how to work well with other people while prioritizing responsibilities within each organization. Therefore, the leadership and communication skills that I have built through these experiences will allow me to be successful as a Brand Specialist at Amazon.

Thank you for considering me for this position. I am very excited about the opportunity, and I hope to hear from you regarding an interview in the near future. Please contact me by phone at (866) 972-2228 or by email at wiwild01@wsc.edu, and I look forward to further discussing the opportunity.

Sincerely,

Willy Wildcat

## Format:

- Use the same header as your resume for a well-branded and professional look.
- Otherwise, use Standard Business Letter Format.

## Greeting:

- Address the letter to a specific person. If a name is not listed, use a position title (ie, Dear Director, Dear Recruiter).
- If you are not sure of the contact's gender identity, use their full name (ie, Pat Smith) rather than Mr. or Ms. Smith.

## Intro:

- Establish purpose of letter and indicate the position for which you are applying in the first sentence.
- Follow the opening with specifics about your qualifications.
- End paragraph stating confidence on and/or a specific aspect of your fit.

## Body:

- Describe your skills and experiences most relevant to the position.

## Pro Tips:

- Incorporate qualifications and duties in the job description when they fit your skills and background.
- Be specific about the skills you have and how you developed them.
- Specify how your qualifications will benefit the organization.
- Reference two or more skill building experiences.

## Closing:

- Restate your interest and refer to your included resume.
- Reference the possibility of an interview
- Provide your contact information again.