



Cover Letter Template

1.	Applicant Contact Information
2.	Today's Date Hiring Person's Name Hiring Person's Title Company Name and Department Dear Ms. Or Mr. Last Name: (<i>or hiring manager</i>)
3.	First Paragraph: <ul style="list-style-type: none"><input type="checkbox"/> Explain the reason for the letter and/or identify the job position you are seeking.<ul style="list-style-type: none">o Show enthusiasm!<input type="checkbox"/> Mention how you learned of the job position<ul style="list-style-type: none">o (e.g., online posting, friend, professional contact, etc....)<input type="checkbox"/> Demonstrate knowledge and/or interest in the department<ul style="list-style-type: none">o (be sure to research this!)
4.	Second Paragraph: <ul style="list-style-type: none"><input type="checkbox"/> Address your ability to contribute to the employer's needs...<ul style="list-style-type: none">o Give examples of your relevant qualifications, accomplishments, and skills<ul style="list-style-type: none">▪ In addition to paid full-time employment, these examples can come from volunteer jobs, part-time positions and relevant extracurricular activities.o You may include soft skills and information not included on your resume – as long as it demonstrates your qualifications.
5.	Third Paragraph: <ul style="list-style-type: none"><input type="checkbox"/> Refer the reader to the attached resume for details.<input type="checkbox"/> The closing paragraph should reiterate your enthusiasm!<input type="checkbox"/> In the closing paragraph, also remember to express your thanks.
6.	Sincerely, Signature or your name typed out in a signature font Your name typed

See an example on the next page...

1.

BERNICE BEAVER

Corvallis, Oregon 97331

Bernice.Beaver@logmail.edu

541-700-0000

2.

October 27, 2025

Hiring Manager
Office of University Human Resources
Oregon State University

Dear Hiring Manager and Committee Members:

3.

It is with great enthusiasm that I submit my application for the Training Specialist position at the Office of University Human Resources, which I found through OSUToday.

Your department's emphasis on inter-departmental collaboration across the campus aligns with my goals to combine outreach efforts with my training expertise. Please allow me to highlight my skills:

4.

- Over six years of progressive responsibility in facilitating workshops for adult learners, including over three years as a Training Assistant at Linn-Benton Community College.
- Over three years of experience as the Learning & Development coordinator; managed enrollments, program material development, and oversight of all training records.
- Trained over 100 leads to administer mandatory trainings. Conducted policy trainings, planned, coordinated, and facilitated outreach events, and provided reports on training progress to leadership.
- Effectively designed remote workshops utilizing Microsoft Word, Powerpoint, and Zoom applications.

5.

Attached is a copy of my resume. With a solid work history in the community, I offer proven capabilities in higher education-related training and development. I particularly enjoy public speaking and team projects, often volunteering for these opportunities. I would value the chance to discuss my qualifications with you in greater detail. Thank you for your positive consideration.

6.

Sincerely,

Bernice Beaver

Bernice Beaver

She * Her * Hers