

# ROWDY ROADRUNNER

Bakersfield, CA

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October 25, 2023 [Insert Date]

[4 blank lines]

Hiring Manager [Employer Name]

CSU, Bakersfield [Company Name]

9001 Stockdale Highway [Company Address]

Bakersfield, CA 93311 [City, State Zip Code]

[1 blank line]

Dear Hiring Manager [Dear Name or Search Committee]

[1 blank line]

Introductory Paragraph. State the position you are applying for and how you heard about it. Personalize it to the specific company/organization whenever possible.

Example: I am writing to express interest in the Student Internship position [position title] posted on Handshake [location of advertisement]. I believe I would be an excellent addition to your organization, and I welcome the opportunity to discuss my qualifications with you.

[1 blank line]

Body paragraphs (1-2). Include your educational achievements and RELEVANT work, research, internship Experience(s) that prove you would be a good fit for the job. Summarize some of your strongest qualifications related to the actual job description. Can use either paragraph or bullet point format.

Example Paragraph 1: I believe my education background and prior work and internship positions make me well suited for your position. I am currently maintaining a 3.0 GPA in my CSUB coursework, which has given me a strong foundation of geological knowledge, as well as the technical and field skills that will enable me to be successful in this internship. My most recent field experience involved the collection, analysis and interpretation of geologic data in the Mojave Desert, and required using ArcGIS to import, rectify, digitize and register maps.

[1 blank line]

Example Paragraph 2: In my role as an Assistant Curator for the university's California Well Sample Repository, I collaborated with professors and peer to identify and catalog over 50 new samples this year. Attention to detail, teamwork, and meeting deadlines were crucial to successfully completing this goal. In addition to GIS, my computer skills include proficiency with MS Word, Excel, and PowerPoint. I have strong communication and presentation skills, which I demonstrated in both classroom and by offering tours of the campus.

[1 blank line]

Closing Paragraph. Thank the reader for their time, refer to your resume you are enclosing. Indicate that you are happy to provide additional information, request an interview and that you look forward to hearing from them soon.

Example: I would greatly appreciate the opportunity to further explore this opportunity through a personal interview. I feel confident that I can provide the relevant skills, motivation and high level of enthusiasm to contribute to the success of [Department]. My resume is enclosed for your review, and I look forward to hearing from you soon.

Thank you for your consideration.

[1 blank line]

Sincerely, [Complimentary closing]

[3-4 Blank lines to allow for Your signature]

Rowdy Roadrunner [Your name]

**Cover Letter:** outlines why you are applying for a specific position, a brief overview of your professional background and what makes you qualified for the job.

Consider including your name and contact information from your resume as a letterhead for a professional look.

Single-spaced

Single page recommended