

Husson University Career Services

**Cover Letter Sample**

**Your Name**

Town, State  
Phone Number  
Email

Date

**Employer Name**

Employer Address  
Employer Town, State Zip

Dear Hiring Manager,

State the position you're applying for and how you found out about it. Briefly introduce yourself and express your interest in the role.

Discuss why you're interested in the company and show that you've researched the company by how its goals or values align with yours. Describe why you want to work with their company.

Highlight your relevant skills, qualifications, and experiences. Explain how these make you a good fit for the job. Share specific examples of your achievements or projects that align with the job requirements. Do not simply summarize your resume.

Highlight any additional qualities or experiences that make you stand out, such as internships, volunteer work, or extracurricular involvement. This is also an opportunity to set yourself apart from other candidates.

Reiterate your interest for the position and thank the employer for considering your application. Briefly summarize the value you will bring to the company, and why you are a qualified candidate. Express your desire for an interview and provide your availability.

Sincerely,

Name

**Baldwin Husson**

Bangor, ME

012 - 345 - 6789

[hussonbaldwin@gmail.com](mailto:hussonbaldwin@gmail.com)

January 1, 2026

**Husson University**

1 College Circle

Bangor, ME 04401

Dear Hiring Manager,

I'm writing to apply for the [Job Title] position at [Company Name], which I discovered through [how you find out]. With a strong background in [experience] and [experience], I'm excited about the opportunity to bring my skills and experience to your team.

I admire [Company Name]'s commitment to [specific mission, value, goals], particularly your work on [project, initiative]. Your emphasis on [company value or goal] strongly aligns with my own in my own experience in [related experiences or interests].

In my work as a [Previous Job], I [relevant task, or skill developed] that [desirable outcome or result]. My ability to [relevant skill] allowed me to [describe previous successful job or project]. This experience makes me well-suited for [aspect of job you are applying to].

I have also had the opportunity to [unique opportunity or skills developed] in my role as a [previous job or school experience]. This experience has strengthened my [skills that make you a unique candidate]. Providing me with [discuss the value you provide with these unique qualities].

Thank you for considering my application. I am confident that I have the skillset to be successful at [Company Name], with experience in [re-mention experiences and relevant skills]. If you have any further questions, or require any more necessary information, please reach me at [contact method].

Sincerely,

Baldwin Husson