

[COVER LETTER SAMPLE] The following cover letter serves only as one example of many approaches you can use to effectively convey your background, interest, and qualifications. Feel free to model the format, but be sure to use your own language and voice. Your letter should be original, customized to the target opportunity, and reflective of your unique personality, talents, and experience.

## ALMA HELPER

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March 1, 2018

Ms. Anita Newman  
Director of Counseling  
Hope College  
123 Morningside Way  
New York, NY 10027

Dear Ms. Newman:

As an advocate for historically underrepresented students and master's level social work candidate at Columbia School of Social Work [professional identity], I was excited to see the opening for the Student Counselor opportunity at Hope College [target job]. I have dedicated the last 5 years of my career to supporting the success of students using my training in student advisement and counseling. Having worked with many students with limited access to resources [relevant experience], I understand the critical need for student services [alignment with focus and mission of organization / office] and would love to bring my background, skills, and experience to support this work at Hope.

I have seen firsthand how impactful support can be in helping students realize their goals and aspirations [alignment with core values of organization/office; demonstrated knowledge of issues]. In my role as the Program Coordinator of Rising Stars, a college and career preparation program, I led comprehensive personal, academic, and career development programs to support students from high school through college. These included academic tutoring, test preparation, and ongoing, one-on-one and group advisement and mentorship on a variety of topics, such as goal setting, time management, and personal and professional development [summary / overview of critical / relevant skills and experience]. Through these programs, I saw students transform into confident young adults, including one who became an Urban Fellow and another who became a Global Ambassador and commencement speaker at her graduation – notable accomplishments for anyone, especially first-generation college students [evidence of success].

I am particularly drawn to the diverse student body at Hope College [additional reason for specific interest in organization], where I received academic advising training and served as a volunteer advisor for evening walk-in appointments [additional relevant experience]. I'm eager to explore additional ways I can contribute to their success. I can be reached at [alma.helper@columbia.edu](mailto:alma.helper@columbia.edu) or (212) 851-2300 to further discuss my qualifications. Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

Alma Helper