

Email Cover Letters

Your formal cover letters will be longer than those that are the body of an email where you attach your resume. For email, you will still introduce yourself and provide an overview of why you believe you are a qualified candidate, however, there will not be as much detail included as in a full page cover letter. Email cover letters can be beneficial for applications that request a resume to be submitted via email, but are not explicitly required.

Sample Email Cover Letter #1

Dear Mr. or Ms.

As a strong advocate for those with financial and marketing challenges, I was very excited to see the opening for a Marketing Executive/Supply Chain manager at XYZ organization. The qualifications of leadership, dedication and team-building skills sought in the ideal candidate are all attributes I have developed through my classes, extensive community service, internships, and extracurricular activities.

I am eager to meet with you to further discuss the attributes and passion I can bring to this position and look forward to hearing from you soon.

Sincerely,
Name

Sample Email Cover Letter #2

Dear Head of Human Resources,

I am attaching my resume for the positions of Executive Supply Chain identified and posted into the Career and Placement Center, CPC's page.

My previous Supply chain experience and related internships have enabled me to develop the qualities you are looking for in these position. I have had several experience with Supply Chain department in several companies like, (mention two, three). I consider that by demonstrating my creativity I will be able to deliver you your work on time.

I believe that my experience and well-honed skills would be a great match for these position with **COMPANY NAME** .I look forward to hearing from you soon.

Sincerely,
Name

Thank you
Job Counselor