

Cover Letter Breakdown | Career Returner

1 Expert Tip: Engage the prospective employer by showcasing your interest in the role and/or organization.

2 Expert Tip: Address any possible objections upfront. In this case, Cassandra has relocated numerous times. She used an asterisk and then noted that moving to the area is a permanent assignment.

3 Expert Tip: Don't repeat details found on the resumé. Instead, summarize them as they relate to key items in the job description.

4 Expert Tip: Address any possible hesitations. In this example, there are frequent relocations and no recent paid work experience.

Cassandra proactively and professionally addresses both of these.

CASSANDRA LANDON

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April 3, 2021

Jamie Sparks, R.A., Principal
Peachtree Engineering and Architecture LLC
72 Moss Boulevard
Savannah, GA 00000

Dear Ms. Sparks:

Your job posting on the Greater Savannah Chamber of Commerce website for an Executive Assistant grabbed my attention for three reasons:

- ✓ First, it's exactly the role I've been planning for as my graduation date grew closer.
- ✓ Next, the qualifications are aligned solidly with my experience and training.
- ✓ Finally, design and architecture are passions and I have been a fan of your firm's work since arriving in Savannah two years ago (the new city center is part of our itinerary for visitors!).

I've detailed my experience on the enclosed resume. You'll note that I have **professional administrative assistant experience**, significant **organization and project management skills** honed through multiple expat relocations*, **success in supporting a busy executive** (the Executive Director of the YMCA) – and all enhanced by my new **BS degree in Business Administration** and a **certificate in General Management**.

What's not on my resume that you might consider as you select candidates to interview? Well, this application is part of an exciting pivot that has been years in the making. Now that we are in a permanent location, I look forward to using my skills professionally, being part of a team, and contributing to an organization that is making an impact.

Thank you in advance for your time and consideration as you review my qualifications. I would be delighted to have an opportunity to provide additional details, to learn more about the role, and to discuss how I would add value quickly and significantly.

Sincerely,

Cassandra

*We are now permanently based in Savannah.

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