

**** DO NOT COPY THIS LETTER VERBATIM ****

Employers have commented on the similarity of letters when receiving multiple Hamilton applications.

Sample cover letter: in response to a listing for full-time employment

Hamilton College
198 College Hill Rd.
Clinton, NY 13323

Date of Letter

Ms. Rachel Barnard
Vice President, Editorial Director
Frye Young Adult
886 Avenue of the Americas
New York, NY 10020

Dear Ms. Barnard:

Due to my passion for children's publishing and teen culture, I am applying for the Editorial Assistant position at Frye Young Adult. I enjoy many aspects of teen culture including music, movies, and literature and would love to be involved with a teen-based imprint.

As an Editorial Intern with Pritty Books, I took on many of the responsibilities typical of an editorial assistant including contacting authors and reading manuscripts. During my internship, I worked specifically on Brianna Dean's book, *A New Day*. This book was on a tight schedule which gave me the opportunity to thrive under strict deadlines. I also worked on the Gift Edition, reviewing the manuscript and suggesting images for illustration.

My education at Hamilton College has helped me develop the writing, editing and time management skills needed to be successful in an editorial position. A Creative Writing major, my coursework requires that I evaluate and critique the work of my classmates. Furthermore, I have fine-tuned my ability to manage multiple projects, recently demonstrated in my balancing responsibilities as student, Publicity Assistant at the Hamilton Career Center and reading tutor for youth at an urban junior-high school. These skills will be foundational to my success as an editorial assistant.

I look forward to discussing with you the contribution I can make to Frye Young Adult. I will be graduating from Hamilton College on May 21 and available for employment immediately thereafter. Please contact me with any questions at (716) 765-4956 or at canderson@hamilton.edu. I greatly appreciate your consideration.

Sincerely,

Christine Anderson

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Sample cover letter: in response to a listing for an internship

Terry Bristol
Hamilton College
Campus Mailbox 3291
198 College Hill Road
Clinton, NY 13323

Date of Letter

Ms. Cathleen Brodbank
Associate Director – Human Resources
UBS
677 Washington Boulevard
Stamford, CT 06901

Dear Ms. Brodbank:

I wish to be considered for the position of Investment Management Summer Analyst at UBS. After speaking with several alumni and contacts working at UBS and elsewhere in the banking field, and considering my educational experience in economics, I strongly believe that I have the skills and motivation necessary to succeed in this field. My desire to do so with a prestigious financial firm, combined with my ability to make the most of every opportunity presented to me, make me a solid candidate for an internship position with UBS this summer.

My coursework at Hamilton College, in both psychology and economics, has strengthened my ability to think critically, analyze information thoroughly, and to “think outside the box”. Relevant experience includes my use of Excel and statistics to track quantitative data, knowledge of macroeconomics and capital markets, along with the ability to express my analysis and conclusions effectively in writing and in oral presentations using PowerPoint. Moreover, my involvement as a member of Hamilton College’s women’s ice hockey team, along with experiences on previous sports teams, has enabled me to develop and refine strong interpersonal skills, communicating clearly and cooperatively in one-on-one situations as well as with large groups of individuals.

In addition, as an assistant manager and multi-year employee at Animal City, I demonstrated responsibility and leadership skills, and developed the ability to provide accurate information to a wide variety of vendors and customers. The resulting increase in sales and continuous return of satisfied customers who appreciated my service was well noted by the store owners. These relevant skills, combined with my diligent work ethic and sense of integrity in all my endeavors, will enable me to actively participate with and be an asset to the UBS team this summer.

I have enclosed my resume and would be pleased to provide references upon request. I look forward to discussing with you the contribution I can make to UBS as an intern, and am available to interview at your convenience. If you have any questions, you can reach me at (806) 308-2245 or via email at tbristol@hamilton.edu.

I thank you in advance for your consideration of me for this opportunity.

Sincerely yours,

Terry Bristol

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Sample cover letter: in response to a listing for full-time employment

Hamilton College
198 College Hill Rd.
Clinton, NY 13323

Date of Letter

Mr. Fred Folde
Assistant Headmaster
Sampson School
600 Waltham Street
West Newton, MA 02465

Dear Mr. Folde:

As follow up to my referral by Carney Sandoe Associates, I am writing to express my interest in the middle school math teaching position at The Fessenden School. I am excited by your school's environment with small class sizes, strong academic programs, and a nurturing community in which students and teachers are involved. This setting allows for endless opportunities, making it easy for the students and teachers to enhance learning. In fact, your school seems to have many of the same philosophies of education that attracted me to Hamilton College, the liberal arts institution that I attend.

I seek an environment where teachers have the resources to educate, the opportunity to develop relationships, and the chance to make a difference in students' lives. The Fessenden School is a place where I can accomplish my goals. By the virtue of my experiences, I feel qualified to teach middle school math. During my semester at the New England Center for Children, a school for children with autism, I was in charge of my own students, teaching them lessons, and addressing and caring for their needs. Additionally, for the past 2 semesters, I observed and assisted in a math classroom, where I learned from highly qualified teachers, taught lessons, offered individual assistance to struggling students, and led both small and large groups. As a college student, I involve myself in many aspects of the Hamilton Community, serving as a tour guide, a class representative for our Student Assembly, a tutor to students in the community, and an organizer of several on-campus events. At The Sampson School, I would be eager to involve myself and lead the boys in similar activities.

I look forward to the opportunity to speak with you about the teaching position. Please do not hesitate to e-mail me at wsmith@hamilton.edu or call me at (315) 112-2111, if you have any questions. Additionally, I will be at the Carney Sandoe Associates Forum in Boston. Thanks so much for your time.

Sincerely,

Wendy Smith