

Cover Letter Example

Date

Name of Organization

Address

City, State

Re: Regulatory Affairs Analyst

Job ID: 2015-13767

Dear

I was excited to see your opening for a Regulatory Affairs Analyst and I feel I have the skills and experience needed for this position.

While pursuing my Masters of Science Degree in Management and Organizational Behavior I had an opportunity to learn and experience how to prepare for and manage an ever changing organization. In addition I learned that working with a team, understanding and utilizing team dynamics is vital to effectively solve problems and accomplish goals.

As an educator I frequently challenge students to use analytical thinking to solve problems and develop logical arguments when facing legal and complex issues. As a head coach I emphasized the importance of teamwork among my student athletes through team building exercises. These exercises became the pillars of our team's goals and objectives. My role as head coach also afforded me the opportunity to coordinate similar strategies and techniques amongst three levels of teams and coaches.

The knowledge gained from my past and current experiences makes me confident that I can offer you the problem solving ability, analytical thinking skills, and computer proficiencies you are seeking.

Please see the accompanying resume for additional details of my experience and education. Feel free to call me at 920-XXX-XXX or email me at XXXXXXXXXXXX@XXXXXX to arrange an interview. Thank you for your time. I look forward to learning more about this opportunity.

Sincerely,

Your Name

Opening paragraph

Middle paragraphs

Closing paragraph

Cover Letter Checklist

- Cover letter in same font as résumé.
- In the opening paragraph, state what job you are applying for and why you want this position.
- In the middle paragraphs highlight your specific skills, competencies, and experiences that fit the job description.
- In the closing paragraph mention your resume, let them know when and how you can be reached, and thank them for their consideration.
- Email your cover letter and résumé as a PDF file.