

Cover Letter

Tips:

Date:

Company/Organization Name
Department (if applicable)
Company Street Address
Company City, State, and Zip Code

Dear Ms. Thompson,

I am writing to express my strong interest in the Business Manager position at BrightPath Solutions, as advertised on the NMSU Career Services job board. With a background in strategic planning, team leadership, and financial oversight, I am excited about the opportunity to help drive operational excellence and long-term growth at your company.

As a recent graduate with a Bachelor of Business Administration from New Mexico State University, I bring a solid foundation in budgeting, performance analysis, and organizational leadership. My experience managing student-led budgeting projects and coordinating cross-departmental initiatives has equipped me with the tools to make data-driven decisions and lead teams with clarity and purpose.

What particularly draws me to BrightPath Solutions is your reputation for fostering a culture of collaboration and innovation. I am eager to join a team that values forward-thinking strategies and empowers employees to grow alongside the organization. I'm confident my ability to manage competing priorities, improve operational workflows, and build strong stakeholder relationships would make me a valuable asset.

I would welcome the opportunity to discuss how my skills and enthusiasm align with the needs of your team. Please find my résumé enclosed for your review. I am available at your convenience for an interview and can be reached at [Phone Number] or [Email Address].

Thank you for your time and consideration.

Sincerely,

[Your Name]

Employer Information

If you do not have the name of the person, use Hiring Manager, Human Resources Representative or Search Committee, etc.

Opening Paragraph

State the position you applying for and how you found out about the position.

Middle Paragraph One

Include on why THEY would want to hire you. Give detailed information about how your qualifications fit the position's responsibilities.

Middle Paragraph Two

Include why YOU want to work for them. Showcase your research on the organization and enthusiasm for the position.

Closing Paragraph

Refer the reader to your enclosed resume and ask for an interview. Remember to include your contact info.



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