

PETER PAN

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Today's date

Donald Trump
Chief Executive Officer
Trump Real Estate
1234 Golden Road
Palm Beach, FL 12345

Dear Mr. Trump,

I have spent that past three years pursuing a degree in business and am seeking an opportunity to apply these educational skills to a work force setting. I know you seek candidates who are **(insert skill)**, and **(insert skill)**. Both these characteristics have driven my ability to succeed in the past, and are why I think I would be an excellent fit at **(insert company name)**. I am writing to apply for your available position of **(insert position title)**, as published on **(insert how I found out about job)**. From reviewing your company's mission of **(insert mission)**, I know I could contribute to that mission. The following will further explain my skill set and how I plan to contribute to **(insert company's name)**'s mission.

Over the last several years I have developed strong **(insert skill)** that I plan to utilize in the work environment. As a student athlete, I have gained a healthy sense of competition, enhanced through **(insert 3 skills that the job description is seeking)**. These characteristics were noted by team members, which resulted in being voted as team captain for the past two season. With this honor, came responsibility, and I felt it was my responsibility as captain to develop a strategic plan for our team to function well together both on and off the court. This effort paid off, and resulted in our team obtaining all conference runner up. I understand the importance of **(insert 3 skills that the job description is seeking)**. While I have experienced these skills through sports, I know they will serve me well at **(insert company name)**.

Finally, I plan to contribute at **(insert company name)** by **(insert your proposal of contribution in one or two sentences)**. Moreover, I have **(insert skill)**, and understand that your company seeks a candidate who can demonstrate this trait in their work.

Enclosed you will find a copy of my resume that further explains my work history, along with my qualifications for this position. Thank you for taking the time to review my application materials. I will contact you after **(pick a date)**, to ensure you have received my materials, and to discuss this opportunity with you further. Thank you again for your time and consideration.

Sincerely,

Peter Pan
Enclosure: Resume

Comment [T1]: For your mock interview cover letter, you are welcome to develop your own template of sorts where you leave sections blank.

This way, you are more likely to utilize your cover letter template in the future. .

***HOWEVER:* If this is a company you hold interest in, you may want to consider developing a cover letter that is catered specifically for that employer, because your mock interview **COULD** turn into a future opportunity.**