**Cover Letter Sample**

July 1, 2021

Mr. Sam Bernardino, Director

California State University San Bernardino

5500 University Parkway

San Bernardino, CA 92407

Dear Mr. Bernardino:

I was excited to see your opening for a new mascot representative and would like to be considered as a candidate for the position. I understand the position requires a professional demeanor as well as a sense of independence and self-motivation. I am also flexible and adaptable when needed.

My background includes many years of experience as a mascot for several universities. I currently work as a mascot for Coyote University, where my responsibilities include promoting the university and entertaining guests at a number of community, athletic and other social events. For the past several years, I have worked closely with a number of campus departments creating opportunities for the campus community to become engaged by interacting with over 60 students every day.

I understand that CSUSB has created a new strategic plan to enhance all campus members’ experience by fostering an environment of support and engagement. Establishing these types of goals for the university will not only be exciting to be a part of, but also have the potential to have a lasting impact on the surrounding community.

I am confident I can bring value to this position. I exhibit a friendly and engaging personality. I have great attention to detail, am able to multitask, and prioritize. I believe I possess all of the skills you are seeking. Please see the accompanying resume for details of my experience and education. Feel free to contact me via email or phone if you have any questions. Thank you for your time—I look forward to learning more about this opportunity!

Sincerely,

Cody T. Coyote

Phone: (909) 987-1234

Email: codythecoyote@me.com