



ROCKY MOUNTAIN COLLEGE OF ART + DESIGN
1600 Pierce Street | Denver, CO 80214
800.888.ARTS | rmcad.edu

COVER LETTER SAMPLE TEXT

Name

Address

Email

Phone

Mr(s) Name,

I am writing to inquire about the (blank position) posted on RMCAD Passport. I am a (Junior/Senior)or (recent grad) in the (insert degree program name) Degree Program at Rocky Mountain College of Art + Design. I am excited at the prospect of the position of (blank) because (company name) has a wonderful reputation for (blank), which is an area of (blank design) I am interested in for my long- term career!

In the attached resume you will find my education and experience have given me a strong foundation for (blank) design. I have also received (blank) scholarships and participate in many extracurricular activities, such as (blank). Most importantly, my experience and skills in (specific skill or software for degree program) which allow me to utilize critical thinking in every design project. For this reason, I believe I would be an asset to your team!

I would love the opportunity to schedule and interview to discuss the prospect of this position. You may contact me via (phone number), or email (email address). Thank you for your time and consideration of my resume. I look forward to speaking with you soon!

Sincerely,

Jill Smith