

Examples of Transferable and Applicable Skills in Cover Letters

Adapted from [Dynamic Cover Letters for New Graduates](#), by Katharine Hansen, Ph.D.

Let's examine how — in a single paragraph — these students can describe these college jobs in their cover letters in terms of transferable and applicable skills that relate to post-college jobs they're applying for:

Server in restaurant seeking entry-level marketing position

In addition to my marketing coursework, I have employed marketing and customer-service skills in the restaurant field. In my most recent position, I marketed appetizers, desserts, and other add-ons to customers and added value to their dining experience. I would like to apply the same sales savvy and interpersonal skills in the marketing position you have open.

Retail associate seeking teaching position

As a sales associate in a retail store, I successfully handled customers' needs every day. To succeed, I had to be a patient and diplomatic problem-solver. Because the same kinds of patience and creative problem-solving are required of teachers, I am confident I will be an effective third-grade teacher at your school.

Office clerk seeking entry-level accounting position

The office clerk job I held every summer throughout college demanded a high degree of organization and detail-orientation. My former employer can affirm that I am fully capable of applying these important skills at your accounting firm. My experience also taught me the importance of fitting into the office culture, and I stand ready to become a contributing member of your team.

Babysitter/nanny seeking position as management trainee

As a former caregiver to three active youngsters, I certainly know the importance of good time management. I've gained that skill, along with exemplary leadership, organizational, and communications talents that would contribute to our mutual success when I join your management trainee program.

Bank teller seeking entry-level position in a stock brokerage

I seized the opportunity in my bank teller position to learn as much as possible about personal finance and investments, while simultaneously honing the "people skills" that are crucial to success as a stockbroker.

Fitness instructor seeking entry-level position in health care

Having worked my way through college as a fitness instructor, I have already demonstrated my commitment to good health. Further, I have developed the solid customer-service skills that would enable me to effectively interact with patients.

Campus computer-lab assistant seeking position in consulting

My work-study position as a computer-lab assistant involved solid knowledge of the technology within the labs, the ability to teach that technology to fellow students, and the skills to assist those who had problems with the software and hardware. To me, that's what consulting is all about — possessing the knowledge to teach and assist clients and the interpersonal skills to do so successfully.

Resident advisor/Resident assistant seeking sales position

I am very excited about contributing my talents in the field of professional selling. I have heard a number of times that sales skills are taught, and there is no such thing as a natural-born salesperson. I couldn't agree more! I have served as a resident advisor for two years, and I was very surprised at how much selling goes on. I have learned quickly that the more you know about your customer, your product, and how to adapt to each situation, the easier the sale becomes. My success in selling my ideas to residents and administrators makes me an ideal candidate for your training program.

Telemarketer/phone survey taker seeking position in hotel management

My work as a telemarketer required me to communicate with a diverse array of people, some of whom represented difficult challenges. I refined my communication skills to the point where I was nearly always able to smooth ruffled feathers, solve problems, and provide satisfaction to customers. These are exactly the skills that are vital to effective hotel management, and I am eager to apply my talents at your hotel.