**NIU Career Services – Sample Cover Letter**

**Jordan Huskie**
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**July 21, 2025**

John Doe
Southeast Recruiter
Generic Corporation
750 Headquarters Parkway, Suite 123
Research, CA 75847

**Job ID: 999999**

Dear Mr. Doe,

I am writing to express my interest in the Management Rotational Program at Generic Corporation. As a first-generation college student graduating in May 2025 with a Bachelor of Science in Management from Northern Illinois University, I am eager to bring my leadership experience, work ethic and diverse background to an organization like Generic Corporation that values innovation and people-first service.

In summer 2024, I served as a Human Resources Intern with Allstate Insurance, where I helped redesign job descriptions to support a strategic recruitment campaign. I also delivered training sessions on workplace policies, including inclusive practices and bias awareness—skills I believe are essential for effective leadership today. Throughout college, I’ve worked as an Assistant Manager at a local restaurant in DeKalb, developing strong customer service, multitasking and team management skills that translate directly to the fast-paced environment at Generic Corporation.

I’m particularly drawn to your commitment to service, as highlighted by your recent Service Retailer of the Year Award at the National Retailing Conference. At NIU, I’ve taken part in student organizations like the Black Student Union and Huskie Service Scholars, which taught me the value of collaboration and community impact. I’m excited by the opportunity to contribute to your culture of “Excellence Inside and Out.”

Thank you for considering my application. I would welcome the opportunity to further discuss how my background and experience align with the goals of Generic Corporation. I can be reached at (815) 555-1234 or jhuskie3@niu.edu. I look forward to the possibility of contributing to your team.

Sincerely,
**Jordan Huskie**

**JORDAN HUSKIE**
jhuskie@niu.edu ● DeKalb, IL 60115 ● (815) 555-6789

July 21, 2025

**Jane Doe, Human Resources Specialist**
HealthCARE Specialty Clinic, College of Medicine
750 13th Street, Suite 123
DeKalb, IL 60115

**Job ID: 999999**

Dear Ms. Doe,

I am writing to express my interest in the Certified Nursing Assistant position focused on geriatric health at HealthCARE Specialty Clinic. I will be graduating in May 2025 with a Bachelor of Science in Public Health from Northern Illinois University and have earned my CNA certification while gaining hands-on experience through volunteer and clinical roles. I learned about this opportunity through an online posting on Indeed.com and was immediately drawn to your focus on patient-centered, holistic care—especially for aging populations.

Through my volunteer work at a local health outreach clinic in DeKalb, I’ve supported intake procedures, assisted patients with mobility needs and worked closely with both medical staff and clients. I have particularly enjoyed serving older adults, many of whom face chronic conditions, mobility challenges and limited access to resources. These experiences strengthened my skills in patient communication, compassion and cultural awareness—qualities I believe are essential in providing respectful, individualized care.

In my coursework and clinical training, I’ve studied the unique needs of older adults, particularly in the areas of nutrition, personal care and psychosocial support. I’m especially drawn to HealthCARE Specialty Clinic’s mission to integrate quality-of-life initiatives and spiritual care into its treatment model. I believe this approach empowers patients and fosters dignity—values that reflect my personal commitment to equity and empathy in healthcare.

I would welcome the opportunity to contribute to your team and support the well-being of the populations you serve. Please feel free to contact me at (815) 555-6789 or jhuskie@niu.edu to discuss my qualifications further. Thank you for your time and consideration.

Sincerely,
**Jordan Huskie**