Cover Letters—Samples of Concluding Paragraphs

Writing cover letters is arguably one of the most difficult parts of the job or internship application process. To help you along, below are some examples of how students have worded the concluding paragraphs of cover letters. The samples show how students were able to communicate “soft skills” and personal characteristics often desired by potential employers.

The examples are intended to give you an idea of how you might word your concluding paragraph. These are provided solely as inspiration, so we strongly discourage you from borrowing from the samples’ text verbatim.

For additional help with cover letter writing contact the Career Development Team at career@bren.ucsb.edu.

“On a personal level, I have worked within highly collaborative environments throughout my career and have always been able to earn the respect and friendship of my colleagues. I would jump at the opportunity to apply my goal-oriented, driven work ethic and passion for protecting ocean ecosystems to further XYZ Company’s Program. Thank you for your consideration.”

“As a consultant, my creativity and resourcefulness in identifying and presenting alternate environmental solutions won the confidence and trust of the senior management team. I was frequently chosen as the Lead Environmental Scientist on major project assignments. Communication and interpersonal skills are two of my major assets.

If you agree that I am well-qualified for this position, I would welcome the opportunity to meet with you. I am excited about the opportunity to support XYZ Company’s vision and contribute to its future. I look forward to hearing from you. Thank you.”

“In addition to these technical skills, I have been known amongst colleagues and professors as someone who is very personable, going beyond what is asked of me. I have strong written writing and presentation skills, and can perspicuously communicate with peers. I am highly motivated, often and can delving into an assignment quickly. As someone who is welcoming of diversity and enjoys working as a team, I am excited by the potential opportunity to potentially work with XYZ Company. If you agree that I am a strong candidate for the _________ position, I would welcome the opportunity to speak with you about how I can contribute to the XYZ Team.”
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“In addition to these credentials, I am happy working in either individual or team settings. I also have strong computer skills and excellent writing and presentation skills. I take ownership in all my jobs, no matter how large or small, and I go the extra mile when the opportunity presents itself. My supervisors have always praised me for going above and beyond what is expected of me.”

“In addition to my rigorous program of study, I believe my professional experience and personal attributes will make me a valuable asset to XYZ Company. This past summer I gained valuable exposure to sustainability as a Corporate Social Responsibility intern at ABC, where I was responsible for calculating the company’s 2012 carbon footprint. Before attending graduate school I served as a Regional Manager for EFG, a test preparation company, where I managed accounts at over 40 local high schools. I was the youngest person to hold this position and managed the company’s largest and highest grossing region. I believe that the success I achieved at these positions and others is attributable to my ability to balance several projects simultaneously, to work collaboratively, and to thrive in fast-paced environments.

XYZ Company is precisely the type of firm that I hope to work for after completing my degree. The company’s dedication to helping businesses and government agencies alike mitigate their impact on the environment is self-evident from the awards and accolades received in this arena. As someone who is passionate about sustainability and finding a career where I can make a difference by working on a wide range of projects, I feel that my goals are aligned with those of XYZ Company. Thank you for taking the time to review my application, and I look forward to speaking in greater detail about the position soon.”

“Aside from my considerable professional and educational qualifications, I have a number of personal attributes that make me an ideal candidate for this internship position with XYZ Company. I have the skills that can’t be taught easily, and I am willing and able to quickly pick up whatever knowledge is necessary. My passion for sustainability ensures that I will be an impactful and driving force for your organization.”

“Beyond my educational and professional qualifications, my capacity to collaborate effectively with others while also being self-governing, combined with my effective communication abilities and strong interest in marine spatial planning, make me a uniquely qualified candidate for the _________ position.”

“On a personal level, I thrive in challenging team settings and always earn the respect and friendship of my colleagues. My supervisors have always commented on my _____________. I look forward to discussing how I can apply my target-driven, passionate work ethic to the Corporate Communications team at XYZ Company.”

“I have been told by my supervisors and advisors that I bring to my jobs and academic programs a unique combination of solid technical skills (science and engineering) and strong non-technical skills (writing, presentation, leadership, and research collaboration).”