

A VERY Unfocused Letter

Director
Employee Relations
Showtime
1633 Broadway
New York, NY 10019

Dear Sir or Madam,

**MUCH too general.
Always write to a
specific person!**

**Is there even a position
open? (A cover letter is
ONLY written when a
position is available!)**

**Don't indent. Keep all
content flush left.**

I will be graduating from Syracuse University in May 2015. I am looking for an entry-level position in **media related work** and I would like to begin a career with Showtime.

I recently returned from a Hollywood Seminar Program where I met with a number of Hollywood's most renowned agents, producers, writers and directors, **such as Fred Silverman, Peter Guber, Dick Clark and Alan Rafkin**. It was a very inspirational week and I am anxious to begin a career in the entertainment industry.

My objective is to join your staff, for I feel confident that I possess the **skills and knowledge** expected for a starting position. I believe that my educational background as well as my previous work experience, make me a strong candidate for your consideration. I would appreciate the opportunity to further discuss my qualifications with you. If possible, I would like to meet with you during my spring break, March 6-15 to discuss a position for myself with your company. I look forward to your reply.

Sincerely,

Suzie Clueless

**Since there isn't a specific
position available, setting up
NETWORKING meetings
would be a great idea.
However, a cover letter is
NOT a networking letter!**

**Dropping these
names in this
context will do
nothing for her.**

**Again, WAY TOO general. She has no
pitch other than, "HIRE ME!" which
comes off as desperation (NOT
appealing). She hasn't proven that she
has any value to the company.**