



Example Cover Letter

Pikes Peak Community College accepts various cover letter designs and formats.

An individual cover letter must be submitted for each position of interest.

A *brief* introduction is appreciated.

Below, please find my skills and experience comparable to the qualifications of the XYZ position.

Minimum Qualifications

- Bachelor's degree from a regionally accredited institution.
 - Acceptable response – I have a bachelor's degree.
 - Improved response – I obtained a Bachelor of Science in Education from College XYZ.
- One year of experience in higher education.
 - Acceptable response – I have five years of experience working in higher education.
 - Improved response – I have five years of experience working in higher education. My experience includes three years as an enrollment supervisor and two years as an enrollment assistant at ABC University.

Preferred Qualifications

- Two or more years of supervisory experience.
 - Acceptable response – I have three years of supervisory experience in higher education.
 - Improved response – I have three years of supervisory experience at ABC University. I currently supervise twelve full-time employees across two locations. As a supervisor, I coach, evaluate, and provide progressive discipline for my employees. I am also responsible for enforcing company policies and procedures.
- Two or more years of teaching experience in higher education.
 - Acceptable response – I have three years of teaching experience in higher education.
 - Improved response – I have three years of teaching experience at ABC University. I currently teach a range of developmental to transfer courses in the XYZ discipline. Additionally, I have five years of experience serving as a student tutor.
- Demonstrated experience working with a diverse student population.
 - Acceptable response – Throughout my career, I have worked with students with different learning abilities, a various range of socio-economic backgrounds, non-traditional students, and military students.
 - Improved response – Throughout my career, I have worked with students with different learning abilities, a various range of socio-economic backgrounds, non-traditional students, and military students. I have gained experience incorporating technology and alternate delivery methods to support various learning abilities in the classroom. I completed inclusivity training and am aware and responsive to different cultures and backgrounds that affect learning outcomes.