

**Skylar Graham**  
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Dear Ms. Campbell:

Thank you very much for the opportunity to interview with you for the Administrative Assistant position on Monday, June 6. This position aligns with my interests, and I am confident in my abilities to manage the budgeting responsibilities associated with this role.

My prior higher education administrative experience will enable me to successfully communicate with department heads, faculty and students. As we discussed, public speaking is critical for this role and I previously created and delivered presentations on a weekly basis for my department at meetings and conferences.

Thank you again for interviewing me about this amazing opportunity. Please let me know if I can provide you with any additional information. I look forward to hearing from you.

Sincerely,

Skylar Graham

Why is this a bad cover letter?

**Introductory Paragraph:**

There is no reference to the source of the posting or where the job was discovered. The company is not mentioned and there is nothing stating why they are looking to work for Kent State University. This shows no research was done to learn about the company.

**Body Paragraphs:**

There are several spelling and grammatical errors within the cover letter. There is not much information about previous work experiences or prior skills that could be useful for this position.

**Conclusion Paragraph:**

The wrong university was stated, which is often the case when the same generic cover letter is used for every application.