**INTERNSHIP COVER LETTER SAMPLE**

Month, Day, Year

Your Street Address

City, State, Zip

Mr. Percy Nell

Human Resources Manager

Most Desirable Organization

1500 Shangri La

Anytown, IN 88888

Dear Mr. Nell:

I am interested in a summer internship with Most Desirable Organization. Currently I am a sophomore at Valparaiso University majoring in (your major), and I would very much appreciate an opportunity to further my skills in (your area of interest). Most Desirable Organization has an excellent reputation for its work in (area of specialization), and I am confident that my academic background and personal experience could be beneficial to your work environment.

As a member of the Student Council at Indiana High School, I gained valuable experience working with people from diverse backgrounds. I also learned to think on my feet. These skills will help me work with others in Most Desirable Organization, as well as provide excellent service for your customers. In addition, from being involved with many extracurricular groups during both high school and college, and maintaining solid grades at the same time, I know that I can handle multiple responsibilities and successfully meet deadlines.

My background and experience, combined with my eagerness to learn more about (area of interest), will allow me to contribute to Most Desirable Organization. I would greatly appreciate an opportunity to meet you in person to discuss internship opportunities. Please feel free to call me at (your phone number) or email me at (your email address).

Thank you very much for your time and consideration. I look forward to hearing from you soon.

Sincerely,

(sign your name here in blue ink)

(type your name here)

**COVER LETTER RESPONDING TO A BLIND AD**

At some point during your job search, you may need to respond to an ad that provides little or no information about the employer. The sort of letter you write under these circumstances will need to focus exclusively on your qualifications; you won’t need to tailor your letter to the employer. At the same, use your letter to build a strong correlation between your qualifications and whatever requirements are listed in the ad; the stronger the correlation, the better your chances of getting an interview.

NOTE: if at all possible, find out the name of the person you should address in the letter. If you absolutely can’t gather this information, write the letter to the Director of Staffing or the Director of Human Resources.

**SAMPLE**

Your Street Address

City, State, Zip

Month, Day, Year

Box XXXX

The Tribune

1500 Newspaper Road

Anytown, IN 88888

Dear Director of Staffing:

I am writing to express my interest in the Branch Manager Trainee position listed in *The Tribune* on August 8, XXXX. My educational background and part-time workplace experience in baking-related positions make me ideally qualified for this position.

As you will note on my enclosed resume, I graduated from Valparaiso University in May, XXXX with a major in economics. While at Valpo, I also took courses in money and banking, computer science, accounting, and finance.

In my first three years at Valpo, I worked part-time as a teller at the La-Porter Credit Union. During summer vacations, I was a temporary employee, filling in as a relief worker on several jobs. In my senior year, I worked part-time in the Office of Finance at Valparaiso University, performing various jobs that dealt with cash balances, fee collections, statement auditing, debt collection, and report writing. I also further enhanced my computer skills through extensive use of Excel.

Please feel free to contact me at your convenience by phone at (list the phone number you use most office) or by email at (type your email address).

Thank you very much for your time and consideration. I look forward to hearing from you soon.

Sincerely,

(sign your name here)

(type your name here)

**COVER LETTER RESPONDING TO A POSTED JOB**

Month, Day, Year

Your Street Address

City, State, Zip

Mr. Percy Nell

Human Resources Manager

Most Desirable Organization

1500 Shangri La

Anytown, IN 88888

Dear Mr. Nell:

I recently noticed a position posted in/on (the source of the job listing). As a (month, year) graduate of Valparaiso University with a degree in (major), I am very interested in pursuing (type of job) with Most Desirable Organization.

(Name of organization) is a leader in (industry) and I am confident that I could contribute to its success. As outlined in my résumé, I have academic training and work experience in (area). Specifically, my internship experience includes (list job duties that match the requirements stated in the job posting). In addition, while at Valpo I was involved in a variety of extracurricular activities that have taught me to successfully juggle multiple duties and responsibilities.

I would greatly appreciate an opportunity to meet with you to discuss ways in which I might contribute to (name of organization). Please feel free to contact me by phone (list the number you use most frequently) or email (type your email address).

Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

(sign your name here)

(type your name here)