

## Sample Cover Letter

Jane Brown  
1234 Campus Way  
City, State 1234

Name  
Title  
Company  
Address  
City, State Zip

Date

RE: Marketing Internship

To whom it may concern"

I am writing in response to your posting on your website for a marketing Intern. I am a junior Communication major at Hanover College with a concentration in business. I have followed your organization for several years. I am impressed by your recent growth, commitment to the environment and focus on giving back to the community. I am excited about the opportunity to work with such a dynamic organization. I believe, based on my education and work experience, that I would make a valuable contribution as an intern.

Every summer for the past four years, I have worked at various levels within the City Parks System. Last summer I was an educator and led park discussions and promoted the walking path. In addition, I was a student volunteer on the bicycle trail committee. I have a demonstrated commitment to promoting the environment and the benefits of a robust park system. In addition to this practical experience, I have completed courses in public relations, writing, marketing, and communications.

I believe my coursework, work experience, and enthusiasm will help you meet and exceed your goals. I look forward to meeting with you to discuss the internship position further. I will contact you next week to follow-up on my application. If you wish to contact me, I can be reached at 123-456-7890 by phone or by email at [applicant@yahoo.com](mailto:applicant@yahoo.com). Thank you for your time and consideration.

Sincerely,

Jane Brown  
Phone Number  
Email Address