

## **Cover Letter Template**

### **Cover Letter Content**

A cover letter is most effective when it is individually word-processed and tailored to the particular internship industry you are seeking. As you may be addressing a host of different internship companies, you may begin your cover letter To Whom it May Concern. Do not mention Global Experiences, but rather the letter should be directed toward a general company or organization in your preferred internship field.

### **1. The Introduction**

This first paragraph states why you are writing, names the type of position, and you should also explain briefly why your background makes you the best candidate for the position. Keep this paragraph short. It must attract enough attention to cause the reader to want to read the rest of your letter and your resume.

### **2. The Body**

The main body of your letter, which may be one or two paragraphs long, should detail what you could contribute to the company and how your qualifications could benefit the firm. Keep in mind that your resume is general enough to use with many employers and that the cover letter links that resume (and you) to a specific industry or employer. The body of your letter should elaborate on your interests and experience. You should be careful not to reiterate everything that is on the resume; however, you might mention a few key aspects of your background and provide more detail about them than is contained in the resume. Support what you have mentioned on the resume to show why you should be considered for the position. Refer your reader to the resume and any other enclosures.

### **3. The Closing Paragraph**

Thank the person reading your letter for their time and mention that you look forward to hearing from them. It is good to include your contact information in this section.

### **Cover Letter Form**

The cover letter is a business letter, and should be written in business letter style. The examples on the following pages show the style of a typical business letter. The spacing and positioning of the blocks on the page should follow the format in the examples. The entire letter should be fully justified for a more visually attractive letter.



## Figure 2 Cover letter seeking an internship

Cindy Raymond  
5674 Main St.  
Greenville, South Carolina 11111-2222

March 31, 2007

To Whom It May Concern:

My previous work experience, leadership roles and my status as Junior at the University of South Carolina studying marketing, make me an ideal candidate for a summer marketing internship in Australia. The Australian marketing industry has a strong reputation world wide, and I know that the combination of my experience, education, and motivation to excel will make me an asset to your marketing department.

My experience in sales and customer service, combined with my courses in business and advertising, have convinced me that hospitality marketing is a career option that would suit me well. In my position with Franklin Productions last year, I was recognized as the top sales associate in their summer program. I am confident that I can put this same skill to use for you, and yet continue to improve upon it as I learn from some of the top marketing executives in the business.

Thank you for your time and consideration. I look forward to contacting hearing from you soon. Should you have any questions before that time, you may reach me via phone (201-555-2222) or via email (cindyray@usc.edu).

Thank you for your time and consideration.

Sincerely,

Cindy Raymond

# Jane Smith

## PERSONAL INFORMATION

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Place and Date of Birth: New York, NY, 1 January 1985

## EDUCATION

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2002-2006                      International University                      New York, NY  
*BA Journalism and Mass Communication*

### Major Courses:

#### *Magazine Publishing*

The basic principles of publishing. Editorial principles and practices, production, marketing problems, distribution methods and informational systems and techniques. Literary tastes in publishing. Create a conception of magazine.

(List other Major courses with descriptions)

### Relevant Courses:

#### *Print and On-line Design*

An introduction to design concepts and skills as well as computer technologies for newspapers, Web sites and other print and online publications. Development of Photo portfolio.

(List other relevant coursework with descriptions)

## WORK EXPERIENCE

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2003 - present                      Newspaper *American Star*                      New York, NY  
*Receptionist (part-time)*

- respond to inquiries from clients and public
- assess needs of clients and refer them to appropriate services available throughout the community
- answer the telephone and transfer calls to the appropriate individuals, divisions or department
- greet visitors, answer questions and direct them to the appropriate individuals
- receive and distribute mail.

(List other relevant tasks and responsibilities with descriptions)

COMPUTER SKILLS

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Proficient in Microsoft Windows, Word, Excel, PowerPoint, Access, Paint,  
Basic HTML

INTERESTS AND ACTIVITIES

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Skating, hiking, cycling, tennis, dancing, and Japanese