

SAMPLE FORMAT FOR INTERNSHIP COVER LETTERS

(Top and bottom margins should be approximately equal)

Date

Your Street Address
City, State, Zip

Ms. Sandra Jones, Director
Marketing Division
American Industrial Corporation
1111 American Avenue
America, IL 60006

(Be sure to address the letter to the correct person, spelled correctly with their title.)

Dear Ms. Jones:

Opening Paragraph: State why you are writing, identify the internship position for which you would like to be considered, and indicate how you heard of the position. Mention any individuals who may have referred you to the position. If you are sending an inquiry letter, simply indicate the type of work or position you are seeking. Be specific.

Middle Paragraph(s): Your goal here is to show how you can be useful to this particular organization. Describe what strengths you have to offer this employer. Highlight particular classes, jobs, internships, achievements, and extracurricular activities as they relate to the position in which you are interested. You might want to use one of the following approaches:

- Identify three reasons for the employer to consider you for the position.
- Describe your previous accomplishments as they relate to the position.
- Illustrate the relationship between your skills and experience and the position you are applying for.
- State why you want to work for their organization.

Refer the reader to your enclosed resume for additional information.

Closing Paragraph: End your letter by clarifying what will happen next, indicating your desire for an interview, and how they can most easily reach you. If you are applying for a specific job which has been posted, you might say, "I look forward to meeting with you to discuss my qualifications in more detail. I can be reached between (time) on (days) or a message may be left at (phone #)." If you are not applying for an existing opening, indicate that you will call them on a particular date to see when it would be convenient to set up a meeting, and also indicate how they can most easily reach you.

Sincerely,
(Always sign your name.)

Type your name beneath your signature.

Enclosure *(to indicate your resume is enclosed)*

**BETHEL
UNIVERSITY**

Career Services

Please Note: This is a sample cover letter and should be used as helpful references. It is important to tailor your cover letter for each specific employer and position, be creative and unique, but also maintain a high level of professionalism.

Ms. S. Smith
Human Resources
ABC, Inc.
123 Central Avenue
Minneapolis, MN 55432

January 10, 2010

Dear Ms. Smith,

I am writing to express my interest in the Human Resources internship at ABC, Inc. which was posted on the Bethel University Career Services website. The internship fits well with my area of study, experience, and career goals. I am currently a junior majoring in Business with an emphasis in Human Resources at Bethel University. Through my studies, I have acquired strong oral and written communication skills, knowledge of human resources, marketing and management. Finally, I am interested in gaining experience in a large international company within the healthcare industry.

The Human Resources internship requires an individual with strong organizational skills, attention to detail, and one who meets challenges and responds appropriately. During my work experience in the Bethel University Career Services office, my organizational and customer service skills were put to the test. I designed and conducted a nationwide telephone survey of 250 employers. The results of the survey helped to focus the office's marketing strategy to outside organizations. As a server at Ingredients Restaurant, I consistently received recognition as an employee who seeks challenges and goes the extra mile. When I see something that needs to be done, I take the initiative to complete the task, even if it is not within my duty area. In interacting with customers, I seek to create a positive impression of the restaurant for all customers. For these reasons, I am confident that I can contribute to ABC, Inc. and the Human Resources team through this internship. My enclosed resume further details my education and qualifications.

I would appreciate the opportunity to discuss my qualifications with you further in person. I can be reached at 651-638-0000 or via email at intern@bethel.edu. If I am unavailable, please feel free to leave me a voicemail message and I will return your call promptly. I will contact you by January 20th to schedule a convenient time to meet with you to discuss this exciting opportunity at ABC, Inc. I look forward to speaking with you soon. Thank you for your time and consideration.

Sincerely,
(Sign your name)

Type your name beneath your signature

3900 Bethel Drive #xxx
St. Paul, MN 55112
intern@bethel.edu

Enclosure