

# Sample Cover Letter

Your present address  
City, State, Zip Code

Today's date

Individual's First & Last Name  
Title  
Company  
Street Address  
City, State, Zip Code

Dear First Name Last Name – Dear Hiring Manager (if name is not known),

**Introduction:** In this paragraph indicate the reason you are writing this letter, the specific position or type of work you are applying for, and how you learned of the opening (e.g., career center, publication or website, friend, employment service, etc.). Additionally, you may choose to state your educational background. Consider adding one or two sentences about the organization's mission and/or values and how those align with personal values or background.

**Body:** In one or two paragraphs, emphasize what you can do for the employer. It is important to explain how your academic background qualifies you for the position. If you have relevant work experience, highlight specific achievements or unique qualifications. Instead of merely stating your skills, provide concrete examples of how you possess those qualities or skills. Avoid repeating the exact information that is already in your resume. You may want to highlight any special leadership experiences or language skills in this section too. As much as possible, connect your qualifications to the employer's needs, particularly those outlined in the job description.

**Conclusion:** In this paragraph, express your desire for a personal interview. Refer the reader to the enclosed resume or application, which summarizes your qualifications, training and experience. Repeat your contact information and offer any assistance to help prompt a response. Finally, close your letter with a statement or question that encourages a response. For example, mention if you will be in the city where the organization is located on a certain date and would like the opportunity to speak with them, or, ask if the company will be recruiting in your area.

Sincerely,

*(Optional: your neatly handwritten signature here)*

Your name typed

**JOB TITLE**

Student Summer Intern

**JOB DESCRIPTION**

*This section is intended to give applicants an overview of the position:*

**Example**

Seeking an hourly student intern (undergraduate or graduate) to assist with programmatic and administrative support. This includes, but is not limited to, answering general questions, explaining processes and delivering excellent customer service. Candidates should be resourceful, reliable, engaged, and professional.

**RESPONSIBILITIES**

*This section outlines the list of tasks, duties, and functions:*

**Example**

- Serve as a first point of contact by responding to general inquiries and assisting with event set-up.
- Provide excellent customer service.
- Assist with record-keeping and maintenance of confidential files.
- Respond to requests and inquiries by phone, email, or in-person communication.
- Collaborate with team members to market and promote services.

**DESIRED SKILLS & EXPERIENCE**

*This section outlines any additional skills or competencies that are desirable. These are the competencies or transferable skills you want to highlight in your cover letter:*

**Example**

- Demonstrate a pattern of excellent attendance and punctuality in previous positions.
- Exhibit strong customer service and interpersonal skills.
- Show resourcefulness and the ability to synthesize information.
- Work independently as well as in a team setting.

616 E. Green St.  
Champaign, IL 61820

June 11, 20XX

Jane Smith  
Marketing Director  
The Career Center, University of Illinois Urbana-Champaign  
715 S. Wright St. Champaign, IL 61820

Dear Jane Smith,

I enthusiastically submit my application materials for the summer internship listed on Handshake. Your organization's commitment to empowering and educating Illinois students resonates with me as a student seeking to grow personally and professionally. I am hopeful that [my teamwork and communication skills, along with an analytical mindset](#), will be a valuable asset to your organization.

As a sophomore at the University of Illinois at Urbana-Champaign, my educational experiences and campus involvement have provided me with various opportunities to enhance my skills and knowledge. Last semester I successfully completed a public-speaking course, which improved my [confidence and my ability to speak in front of large groups](#).

During my time in student government, [I led a committee of eight undergraduate students](#) to review and provide four new recommendations regarding campus construction initiatives. As team lead, [I ensured relevant information was shared, all perspectives were valued, and our recommendations were submitted on time](#).

Additionally, I have created videos for family reunions and children birthday parties. [I utilized my Final Cut Pro editing skills to produce customized content for clients](#). These projects, initially freelance, have now become a skill I believe will be integral to promoting your services and updating your website.

I look forward to joining your dynamic team and bringing my leadership, professionalism, and desire to engage diverse populations to further your company's mission. I can be contacted to discuss my qualifications further at (217) 555-1234, or by email at brsmith@email.edu.

Sincerely,

[Signature]

Bryan Smith

