

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: This is your introduction paragraph in which you indicate the reason you are writing this letter, the specific position or type of work for which you are applying and how you learned of the opening (Handshake, name of publication or website, friend, employment service, etc.). Additionally, you may choose to state your educational background in this section. You may also consider adding one or two sentences about the organization's mission and/or values and how those relate to your values or background.

Body: (One to two paragraphs) In this section, you will emphasize what you can do for the employer. It is important to explain how your experiences make you a qualified candidate for the position. If you have had some practical work experience, point out specific achievements or unique qualifications. Do not just state the skills that you have but give concrete examples of how you possess those qualities or skills. Try not to repeat the same information the reader will find in the resume. You may want to highlight any leadership experiences or language skills in this section. As much as possible, tie your qualifications to the employer's needs, particularly those expressed in the job description.

Conclusion: In the closing paragraph, indicate 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 that will help to promote a speedy response. Finally, close your letter with a statement or question that will encourage a response. For example, say 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: neatly handwritten or electronic signature here)

Your name typed

SAMPLE COVER LETTER

JOB TITLE

Summer [Communication](#) Intern - Eclipse Global Communications

JOB DESCRIPTION

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

Example:

Seeking a student intern to assist with our team in engaging customers, [building relationships](#), and providing [programmatic](#) and administrative support. Seeking candidates that are resourceful, reliable, engaged, and professional.

RESPONSIBILITIES

This section outlines the tasks, duties, and functions of the position.

Example:

- Serve as a first point of contact for customers by responding to general inquiries by [email](#), phone, or through in-person communication
- Assist with [event planning and organization](#)
- Assist with record keeping and data management
- [Collaborate with other team members](#) to complete tasks as assigned by supervisor
- Utilize social media to market products and provide outreach to customers

DESIRED SKILLS & EXPERIENCE

This section outlines any additional skills or competencies that are desirable.

Example:

- Strong organizational skills and the ability to work independently, as well as [part of a team](#)
- Outstanding interpersonal and [relationship management skills](#)
- Strong oral and written communication skills
- Experience [reviewing and analyzing data](#)
- Comfortable with [public speaking to large audiences](#)

616 E. Green St.
Champaign, IL 61820

June 11, 2021

Cynthia Austin
Marketing Director
Eclipse Global Communications
2015 Plainfield Ave. Chicago, IL 60611

Dear Cynthia Austin,

I enthusiastically submit my application materials for the Summer Communication Intern position, which is posted on Handshake. Your organization's mission focusing on inclusive and productive marketing solutions aligns with my education as a [Communication major](#) and personal skill set of [collaboration and relationship building](#), which I believe will prove to be a valued asset to your organization.

During my time at the University, I have had the opportunity to participate in educational experiences and campus involvement that have assisted in the growth of my skills and knowledge related to this position. As the Marketing Coordinator of the Illinois Mentoring student organization, I have successfully [built relationships](#) with community partners by [planning and leading networking events](#). I would publicize these events through our organization's social media accounts, and through monthly [email](#) newsletters. I also completed a public speaking class, which helped build my confidence and ability to lead these events and [speak to groups as large as 100 people at a time](#). Additionally, during my time in Student Government, I [participated on a committee of 8 students](#) to collect and [review community survey data](#) and then provide recommendations regarding campus construction initiatives. I believe that I would be a strong addition to your team because of the skills I have gained and utilized in all of these experiences.

I have a strong interest in joining your dynamic team at Eclipse Global Communications, and would bring my skills of teamwork, relationship building, and event management to your organization. I look forward to the opportunity to further discuss this position and my qualifications. I can be contacted at (123) 456 - 7890, or by email at brsmith@illinois.edu.

Sincerely,

Bryan R. Smith