

Cover Letter Samples

A cover letter is a document that introduces you to a prospective employer and complements your resume as a key component of your application. Rather than repeating your entire resume, your cover letter should serve as a focused introduction that highlights the skills and experiences most relevant to the position. Unless an employer specifically states otherwise, you should always include a cover letter to strengthen your application.

The following cover letter examples were created to help students compete more effectively for internships and co-op opportunities. Use them as guides to develop your own unique style and to clearly represent your academic achievements and professional background.

A few reminders:

- Do not use these examples as templates; they are intended only as samples to guide you.
- Carefully review your document for correct spelling, grammar, punctuation, and verb tense.
- Keep formatting simple by minimizing lines, graphics, or other distracting visual elements.

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NAME

Address City, State Zip Code | Phone Number | Email

Date

Employer or Recruiter Name

Company Name

Street Address

City, State Zip Code

Dear Mr./Ms./Dr. Last Name:

Opening Paragraph

Begin by clearly stating the position you are applying for and how you learned about the opportunity. Express your interest in being considered and briefly highlight the key skills and experiences you bring to the role. If you were referred by someone, such as a company employee or a recruiter, you met at a career fair, mention that here. Conclude the paragraph with a concise statement summarizing your strongest qualifications for the position.

Second Paragraph

Use this section to directly connect the employer's needs with your background and skills. Focus on what you can contribute rather than what you hope to gain. Tailor your content to this specific employer by referencing the job description and emphasizing relevant experiences. You may include coursework, projects, leadership roles, or campus involvement if they are directly related to the position. Avoid repeating your resume; instead, expand on a specific accomplishment or experience that demonstrates your value.

Third Paragraph (Optional)

Demonstrate that you possess the personal qualities, enthusiasm, and motivation to succeed within this organization. Connect your interests and passions to what you know about the company. Show that you not only have the necessary skills but also a genuine interest in the organization, its industry, and the work it does.

Closing Paragraph

Reaffirm your interest in the position and briefly summarize how your unique qualifications align with the role. Express your desire for an interview or indicate that you will follow up to arrange a mutually convenient meeting time. Close by thanking the reader for their time and consideration.

Sincerely,

Your Signature

Type Your Name

NAME

City, State Zip Code
Phone Number | Email

Date

Employer or Recruiter Name

Company Name

Street Address

City, State Zip Code

Dear First Name Last Name or Hiring Manager:

I was excited to learn about your Newsroom Internship Program on the Washington Post website. As an aspiring reporter from the Philadelphia area with a focus on social justice, I admire not only the quality and integrity of your reporting but also your commitment to serving the communities you cover. Growing up near Philadelphia has shaped my interest in telling impactful local stories, and I am confident that my research experience, strong writing skills, and creativity would allow me to contribute meaningfully to the Post this summer.

During my time as a legal intern with the Orange County State Attorney's Office, I conducted and organized legal research using multiple databases to support attorneys and staff. This experience strengthened my ability to analyze large volumes of information and distill complex material into clear, concise summaries—skills that are essential in a fast-paced newsroom. At the University of Central Florida, I further developed my analytical and writing abilities through extensive policy analysis papers in my government courses. Additionally, as a writer and editor for KnightsNews.com, I contribute weekly articles and collaborate with fellow staff members to refine their work. These experiences have prepared me to produce accurate, engaging content while consistently meeting deadlines.

Working as a server at Applebee's strengthened my problem-solving and communication skills. I created a reservation management system that helped reduce customer wait times during peak hours, demonstrating initiative and adaptability. Balancing customer needs with operational demands also enhanced my ability to think creatively under pressure. I am eager to apply these skills to identify compelling stories affecting communities like those in the Philadelphia area and to support your newsroom team.

Please find my resume attached for your review. I welcome the opportunity to discuss how my background, regional perspective, and enthusiasm for journalism align with the goals of your newsroom. Thank you for your time and consideration.

With best regards,

Your Signature

Type Your Name

NAME

Address City, State Zip Code | Phone Number | Email

Date

Employer or Recruiter Name
Company Name
Street Address
City, State Zip Code

Dear First Name Last Name or Hiring Manager:

Having reviewed the Miami Shakespeare Theatre's marketing internship listing on Handshake, I am pleased to submit my resume for consideration. This opportunity would allow me to combine my passion for the performing arts with hands-on marketing experience. I am confident that I can contribute strong writing, organizational, and strategic planning skills while supporting the Theatre's mission to inspire audiences and artists to dream and discover, an objective that closely aligns with my own commitment to promoting the arts.

I am currently a senior at Rosemont College pursuing a degree in Communication with active involvement in the performing arts. My academic background has provided me with a solid understanding of media strategy and effective messaging, along with the ability to clearly articulate ideas across various platforms. As a Media Intern with XYZ, Inc., I facilitated meetings, developed promotional materials, and assisted with program planning that featured local artists and performers. Additionally, through two years of experience with my college's Marketing Department, I updated website content and contributed creative concepts for campus events. These roles strengthened my ability to multitask, manage competing priorities, and meet deadlines in fast-paced environments.

I am enthusiastic about the opportunity to contribute to the Miami Shakespeare Theatre's marketing team and would welcome the chance to discuss how my background and passion for the performing arts align with your needs. Thank you for your time and consideration.

Sincerely,

Your Signature

Type Your Name

Name

City, State Zip Code | Phone Number | Email

Date, 20XX

Company Name
Street Address
City, State Zip Code

Dear Hiring Manager:

I am writing to express my interest in the MBA Marketing & Communications Internship with XYZ, Inc. I am excited about the opportunity to contribute to such a dynamic and successful organization. As part of a semester project in my corporate finance course at Rosemont College, I selected XYZ for in-depth financial analysis, evaluating its performance and competitive positioning within the industry. Through this research, I gained a strong understanding of XYZ's role as a global leader in power generation and would welcome the opportunity to support and learn from professionals in the field.

My leadership and initiative are reflected in the experiences outlined in my resume. As Office Manager in the Student Development and Enrollment Services Division, I served as the human resources representative for more than 550 employees across over 35 departments. I developed and implemented a comprehensive human resources training program for departmental liaisons, which included creating a detailed policies and procedures manual and delivering presentations to multiple stakeholders within the division.

Previously, as an Administrative Assistant in the Office of Student Involvement, I collaborated with the director to design and produce materials for presentations and meetings using various Microsoft applications, including Publisher. In my current role, I reconcile budgets monthly using spreadsheets and databases and have integrated Microsoft SharePoint into daily operations to streamline budget processes and improve efficiency. I also prepare and design reports for the vice president and assistant vice presidents, ensuring accuracy and clarity in financial and operational reporting.

My academic background in business and entrepreneurship, combined with my hands-on administrative, financial, and communications experience, positions me as a strong candidate for this internship. Thank you for your time and consideration.

Sincerely,

Your Signature

Type Your Name