

SAMPLE COVER LETTER

Sara Smith
500 Salisbury Street, Box 111
Worcester, MA 01609
508-123-4567
ssmith@assumption.edu



Omit this section if sending a cover letter as the body of an email. Just be sure to attach your resume as well.



Use a font consistent with your resume

April 30, 2020



Update with the date you submit your application

Emily Wright
Enterprise Holdings, Inc.
400 Rental Road
Chelsea, MA 01115



Use LinkedIn and the company's website to find an appropriate contact for your letter for a more personal touch.



Use a similar layout as writing a paper:

- Thesis statement in your opening
- Body that supports your thesis statement with specific examples of experience
- Short closing

Dear Ms. Wright,

I am applying for the Management Internship Program that is posted at Assumption University. I believe I am a strong candidate for this position because of my coursework in business and my customer service experience at Stop and Shop.

Example 1

Example 2

Example 1

As a Marketing Major, I have taken several courses focusing on marketing and sales strategy. For example, in my Marketing Management course, I was the team leader for a group project where we developed and implemented a marketing strategy to promote a local business and to drive foot traffic and increase sales. I worked directly with the business owner to understand his needs and reported them back to the team. Our team created and executed an advertising campaign using social media that ultimately increased the company's sales by 10%.



Use transitions: avoid starting every sentence with "I"

Example 2

While completing my coursework in business and marketing, I have consistently worked at Stop & Shop for two years and maintained roughly 20 hours per week while attending school full time. In addition to assisting customers at checkout, I also occasionally assist the manager of the Produce Department by restocking the inventory. While I'm on the store floor, I greet all customers in my area and help them find what they are looking for. As a result of my strong customer service skills, I was recognized as Employee of the Month in July 2014.

I am excited about the opportunity to interview for the Management Internship Program at Enterprise Rent-a-Car, and I look forward to discussing the position and my background further. I can be reached via cell phone at 508-123-4567, or via email at s.smith@assumption.edu. Thank you for your time and consideration.

Sincerely,



Consider signing your name above your typed name for a personalized touch



Keep your cover letter to no more than 1 page

Sara Smith



Your cover letter should be customized based on the job you are applying to, using keywords from the job description