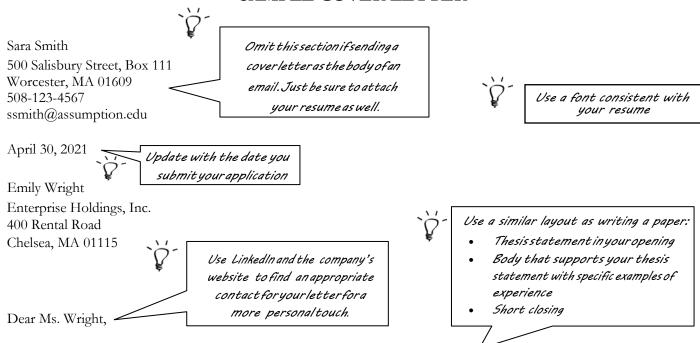
SAMPLE COVER LETTER



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

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"

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 would greatly appreciate the opportunity to discuss the ways I could be an asset to your company. Please feel free to contact me at your convenience at the phone number or email listed above. Thank you for your kind consideration of my application.

