

SAMPLES

Your Contact Information

Address

City, State, Zip Code

Date

Employer Contact Information

Name

Title

Company

Address

City, State, Zip Code

Dear Mr./Ms. Last Name (If you don't know the name use: Hiring Manager, Hiring Committee),

I am a second-year Smeal College of Business student interested in interviewing for a Consultant internship position with The ABC Consulting Group. After speaking with campus recruiter Sam Brown, I believe that The ABC Consulting Group has the ideal culture in which to pursue my goal of becoming a strategic business leader and thinker.

My professional experience and Penn State University education prepare me to be successful at The ABC Consulting Group. As President of the Nittany Consulting Group, I've had the opportunity to develop and deliver a selective Consultant Training Program (CTP). The CTP is a 12-week training program aimed at teaching students about the core consulting skills from actual consultants and recruiters. This position requires strong organization skills, advanced communication and networking abilities, and the ability to be an inspirational leader.

My previous internship at EY allowed me the opportunity to work with diverse teams, manage client relationships, and develop my communication skills. The most valuable lesson I learned at my internship was the importance of being flexible. During the XYZ project, I(tell a story about being flexible and the successful results of that story).

I firmly believe that I will be a good fit in The ABC Consulting Group's collaborative, entrepreneurial, and intellectual culture. I am excited at the prospect of working for The ABC Consulting Group upon graduation and have enclosed my resume for your review. Thank you for your time and consideration.

Sincerely,

John Smith

905 Woodlawn Drive
Clifton Park, NJ 07306

Date

Maria Porter, Account Executive
Eliot, Zizelman, & Rohn
5962 Martindale Road
Parsippany, NJ 08630

Dear Ms. Porter:

I am currently a Junior at Penn State University majoring in Marketing in the Smeal College of Business. Through this letter I would like to express an interest in the account services internship with Eliot, Zizelman & Rohn. I value how Eliot, Zizelman & Rohn focuses on customer service and strives to go above and beyond their needs. Through my customer service experience, creativity, and drive to succeed I feel I have the potential to be a valuable employee.

I have enclosed a resume for your review which outlines my experience in the field of advertising and promotion. As an advertising salesperson for the *Daily Collegian*, I worked successfully with a variety of clients and with the media to design and arrange advertisements. My responsibilities in this position enhanced my skills in writing, design, promotion, marketing, and follow-through. I quickly learned to identify appropriate markets and to promote the *Daily Collegian* as an effective medium to reach those markets. Much of my success is due to my customer orientation, my skills in identifying client needs, and in marketing the services of my employer. I am a self-starter, persistent, and possess the ability to learn quickly. I feel these skills and experiences would be a strong addition to your firm and am excited about the prospect of putting them to work for you.

I would appreciate the opportunity to discuss my background and qualifications and how they can be of benefit to Eliot, Zizelman & Rohn. I would appreciate your consideration for an interview and look forward to hearing for you. If you have any questions in the meantime, please feel free to contact me at 555-555-5555 or abc123@gmail.com. Thank you for your time and attention.

Sincerely,

Mark Smith

500 East College Avenue, Apt. 607
State College, PA 16801

Date

Ms. Kate Schwab, Vice-President
Investment Banking, Analyst Recruiting
Citigroup
388 Greenwich St, 33rd Floor
New York, NY 10013

Dear Ms. Schwab:

I am currently a Junior Finance major at Penn State University within the Smeal College of Business. I have a strong interest to in investment banking after having two incredible work experiences in New York City last summer. I am specifically excited about Citigroup because it takes pride in providing clients financial services that enable growth and economic progress. Based on my previous financial experiences in I feel I could be an asset to your summer internship program.

As a double major in Finance and French, I am seeking a summer internship opportunity that applies my coursework to hands-on experience. With advanced-placement and academic success in fields of Finance and Accounting, a previous internship with Merrill Lynch Business Financial Services in New York, and employment with Christakos Financial Group in Westfield, NJ, I can bring considerable financial experience to your company. Additionally, being a member of the Penn State Investment Association has enabled me to work in the Smeal College Trading Room where I have gained considerable knowledge in market research and investment, as well as familiarity with financial software programs such as Bloomberg and Tradestation.

I feel that with these unique qualities and experiences, I can make a significant contribution to the success of Citigroup. Please consider me as a candidate for a summer internship position, and if appropriate please forward this to others in your company responsible for internships. Thank you for your time and attention. I would like to contact you in a week to ten days to discuss the possibility of an appointment on my next visit to the city. If you need additional information in the meantime, please feel free to contact me at 908-123-4567 or at abc123@psu.edu.

Sincerely,

Sample Student

110 Bigler Hall
University Park, PA 16802

Date

Sony Music Entertainment Inc.
550 Madison Ave, 2nd Floor
New York, NY 10022-3211

Dear Mr. Baria:

I am currently a freshman at the Pennsylvania State University seeking a summer position within the Arts and Repertoire division of Sony Music. I value how Sony Music strives to deliver new and innovation entertainment strategies to energize customers' experiences. I believe my previous experiences in the creative arts combined with my energy and love of music makes me an excellent candidate for this position.

I am excited about music, all types of music, and have been a singer for most of my life. I have been in four ensembles, have four years of chorus in high school, and performed with The Pennsylvania State Women's Chorale. Currently, I perform with a pop a-capella group as well as a gospel choir. I have studied music theory and spend my spare time researching the music industry. Through my experience, I have developed a "good ear" for music, as well as the ability to spot a good song. I instinctively know when vocals or instrumentation are weak, and when harmonies are discordant and pitch is off-key.

I am open to learning and interested in knowing all I can about the music industry. Having an internship this summer with your firm would support my endeavors as well as provide me with the opportunity to put my passion to work for you. I would appreciate the opportunity to discuss my qualifications with you and look forward to hearing from you.

Sincerely,

Tanya L. Music

Jason Sample
123 Bellaire Avenue, Apt. 456
State College, PA 16801

Date

Molly Jones
Bates White, LLC
2001 K Street NW, Suite 700
Washington, DC 20006

Dear Ms. Jones,

It was a pleasure speaking with you at Penn State's Fall Career Days about the summer internship consultant position available at Bates White LLC. Being a Junior majoring in Corporate Innovation and Entrepreneurship in the Smeal College of Business and Schreyer Honors College, I find the intellectual freedom and dedicated mentoring offered in this program a great opportunity for guided business skills development. My work experience and coursework have prepared me well for a position on the Bates White team.

Through coursework I have expanded my understanding of the interaction between the financial and legal world. The skills I learned at Ed Peete Company, a residential and commercial developer, will also serve as an asset to the Bates White team. While there, I was assigned to develop and implement a company plan for the building environmental certified projects helping to enhance my research and analytical abilities. I learned first-hand how to create and implement a plan of action. In addition, the project challenged my ideas to communicate with various experts on the subject of environmental building and to present my ideas to the executives of the company. The highlights of that experience that uniquely qualify me for a position with your firm are:

- Researched, with no previous knowledge, environmental building techniques and procedures
- Prepared Excel Spreadsheets outlining costs and feasibility of implementing an environmental building strategy
- Utilized PowerPoint to present research and estimated costs to company executives
- Worked in a team environment with other company employees to implement environmental plan
- Project ended with Leadership in Energy and Environmental Development certification

Thank you for reviewing my qualifications and resume. I look forward to having the opportunity to interview with Bates White in October.

Sincerely,

Jason Sample