

# Cover Letter Writing Tips

## Sample Cover Letters for Career Track

**\*\*\*BE CREATIVE – THIS IS A SAMPLE ONLY\*\*\***

Ms. Emily Smith  
203 High Street  
Easton, PA 18042  
October 9, 2023

Ms. Sue Domagalski  
Assistant Director, Employer Relations  
Lafayette College  
PO Box 12345  
Easton, PA 18042

Dear Ms.Domagalski:

Recently I have been looking into the unique interim winter break program, New York Media and Entertainment Career Track. As a second-year English major with a Film Studies minor at Lafayette College, I am eager to get involved in this track, as I wish to learn more about working in this industry. The hosts who include Warner Brothers, Discovery, and Fortune are of great interest to me and provide a strong background in this industry and include representation from media and network TV. I first learned about the Career Track Program through the Gateway Weekly newsletter on September 17, 2023 and am hoping to participate during the winter break. This program will help me further focus my interest in this media industry.

My interest in this industry first comes from my experience in working in high school in my student-run weekly news program. As a high school junior, I started writing for the program, and by senior year, I was directing the newscasts. At Lafayette College, I continued pursuing this interest by writing for The Lafayette, the oldest college newspaper in Pennsylvania. I have covered entertainment articles as well as more serious articles involving our LGBTQIA+ communities. I feel my writing skills and my acute attention to important topics will be of interest to those hosting these career tracks.

I appreciate the time you have spent reviewing this letter, and have completed the Career Tracks application. I look forward to learning more about the Career Tracks program if I am selected for the program. In the meantime, if you would like further information, I can be contacted at 610-123-4567 or via email at [youraddress@lafayette.edu](mailto:youraddress@lafayette.edu).

Sincerely,

Emily Smith  
(she/her)