CAREER CENTER
Division of Student Affairs
UNT

How to Write a Cover Letter

- 3 Paragraphs -

¶ 1. State the job for which you are applying
Source of the job information
What skills you have for the role, why you are interested in the role/company

¶ 2. A major skill from the job description and describe your experiences where you used/developed that skill

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¶ 4. Thank you for the opportunity
Any additional questions

Your name

Dallas & Fort Worth | (281) xxx-xxxx | eaglejob@gmail.com | linkedin.com/in/ryan-finance

American Airlines
4333 Amon Carter Blvd
Fort Worth, TX 76155

Dec. 23, 2018

Dear Finance Team,

I am applying for the MBA Financial Strategy Intern job posted on the American Airlines Company website. I am currently a Graduate student at the University of North Texas studying Audit and Assurance Services and have also had work experience using Excel to perform Budgetary Analyses, Financial Planning and Performance Reviews. I am excited to contribute my knowledge and skills to American Airlines, a leader in the aviation industry.

Skill 1 xxxxxxxxx xxxxxxxxxxxxxxx xxxxxxxxxxxxxxx xxxxxxxxxxxxxxx xxxxxxxxxxx
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