

# SAMPLE COVER LETTER

Your present address  
City, State, Zip Code

Today's date

Individual's First & Last Name  
Title  
Company  
Street Address  
City, State, Zip Code

Dear First Name Last Name – Dear Hiring Manager (if name is not known),

**Introduction:** This is your introduction paragraph in which you indicate the reason you are writing this letter, the specific position or type of work for which you are applying and how you learned of the opening (career center, name of publication or website, friend, employment service, etc.). Additionally, you may choose to state your educational background in this section. You may also consider adding one or two sentences about the organization's mission and/or values and how those relate to your personal values or background.

**Body:** (One to two paragraphs) in this section, you will emphasize what you can do for the employer. It is important to explain how your academic background makes you a qualified candidate for the position. If you have had some practical work experience, point out the specific achievements or unique qualifications. Do not just state the skills that you have but give concrete examples of how you possess those qualities or skills. Try not to repeat the exact same information the reader will find in the resume. You may want to highlight any special leadership experiences or language skills in this section. As much as possible, tie your qualifications to the employer's needs, particularly those expressed in the job description.

**Conclusion:** In the closing paragraph, indicate your desire for a personal interview. Refer the reader to the enclosed resume or application, which summarizes your qualifications, training and experience. Repeat your contact information and offer any assistance that will help to promote a speedy response. Finally, close your letter with a statement or question that will encourage a response. For example, say you will be in the city where the organization is located on a certain date and would like the opportunity to speak with them. Or, ask if the company will be recruiting in your area.

Sincerely,

*(Optional: your neatly handwritten signature here)*

Your name typed

# SAMPLE COVER LETTER

## JOB TITLE

Student Summer Intern

## JOB DESCRIPTION

*This section is intended to give applicants an overview of the position*

### Example:

Seeking an hourly student intern (undergraduate or graduate) to assist with programmatic and administrative support. This includes but is not limited to answering general questions, explaining processes and delivering excellent customer service. Is seeking candidates that are resourceful, reliable, engaged, and professional.

## RESPONSIBILITIES

*This section should outline the list of tasks, duties, and functions.*

### Example:

- Serve as a first point of contact by responding to general inquiries, assisting in event set-up with.
- Providing excellent customer service.
- Assist with record keeping, and maintenance of confidential files
- Respond to requests and inquiries by phone, email, or in-person communication
- Collaborate with other team members to market and promote services

## DESIRED SKILLS & EXPERIENCE

*This section should outline any additional skills or competencies that are desirable. These are the competencies or transferable skills you want to highlight in your cover letter*

### Example:

- Pattern of excellent attendance and punctuality in prior positions
- Customer service and interpersonal skills
- Resourcefulness and the ability to synthesize information
- Ability to work independently and in a team setting

616 E. Green St.  
Champaign, IL 61820

June 11, 2020

Jane Smith  
Marketing Director  
The Career Center, University of Illinois  
715 S. Wright St. Champaign, IL 61820

Dear Jane Smith,

I enthusiastically submit my application materials for the summer internship listing, which is posted on Handshake. Your organization's commitment to empower and educate Illinois students resonates with me as a student seeking to grow personally and professionally. I am hopeful that [my teamwork and communication skills, along with an analytical mindset](#), will prove to be a valuable asset to your organization.

Currently as sophomore at the University of Illinois at Urbana-Champaign, my educational experiences and campus involvement has provided me a variety of opportunities to enhance my skills and knowledge. Last semester I successfully completed a public-speaking course, which improved my [confidence and my ability to speak in front of large groups of people](#).

During my time in student government, [I led a committee of 8 undergraduate students](#) to review and provide four new recommendations regarding campus construction initiatives. As team lead, [I ensured relevant information was shared, all perspectives were valued, and our recommendations were submitted timely](#).

Additionally, I have created videos for family reunions and children birthday parties. [I utilized my Final Cut Pro editing skills to produce customized content for clients](#). These projects were initially freelance but have now become a skill I believe will be integral to promoting your services and updating your website.

I look forward to joining your dynamic team and bringing my leadership, professionalism, and desire to engage diverse populations to further the mission of your company. I can be contacted to further discuss my qualifications at (123) 456- 7890, or by email at brsmith@illinois.edu

Sincerely,

Bryan Smith