**Sample Cover Letter**

Sarah Star 201 Mullica Hill Road Glassboro, NJ 08028

February 1, 2017

Human Resources Independence Blue Cross 1901 Market Street Philadelphia, PA 19103-1480

Dear Independence Blue Cross Hiring Manager:

I am writing to express my interest in the Financial Investigations Department Internship, I was immediately drawn to the opportunity of working with such a philanthropic and successful corporation. Independence Blue Cross plays an integral part in the health and well-being of community members and is one of the nation’s leading health insurers. This innovative corporation is changing lives on a daily basis through programs like The Blue Crew and the Independence Blue Cross Foundation. I have always aspired to join a company whose values I share.

My experiences and ability to work cooperatively with a team and successfully complete assigned tasks in a timely manner will serve me well in this position. Through my previous experience as a participant in Target’s case competition, I learned how to effectively articulate my thoughts and manage my time. My involvement in UNICEF organization allowed me to develop strong interpersonal relationship skills. Joining such a charitable organization has led me to think and act selflessly. It is my goal to one day join a giving company, like Independence Blue Cross.

Working for Independence Blue Cross as an intern will provide me with the opportunity to apply these skills and assist me in further developing my communication skills in a professional work environment. I would appreciate the opportunity for an interview at your convenience. Please contact me at sarah.star@gmail.com or 814-888-9191 to further discuss my education and experiences as they relate to this internship. Thank you for taking the time to consider my application. I look forward to hearing from you.

Sincerely,

Sarah Star

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**COVER LETTER**

**QUICK TIPS:**

* Sell yourself!
* State your case concisely
* Follow up with the employer
* Cover letters should be individualized for each employer
* Keep a copy of yourself
* Double check your grammar and spelling
* Have others proofread your work
* Cover letters are typically one page

NAME

YOUR PRESENT ADDRESS

CITY, STATE, ZIP CODE

Date of Correspondence

Name of Individual

Title Name of company/organization

Address

City, State, Zip Code

Dear Mr./Mrs./Ms. (Last Name):

Do not address to "To whom it may concern." (Dear Sir/Madame:)

**PARAGRAPH ONE**

Tell why you are writing. Name the position, field or general area in which you are interested. Tell how you found out about the position. Tell why you want to work for this company. Check the company web site and mention something about the company that interests you.

**PARAGRAPH TWO**

Describe your professional/educational qualifications, but do not restate your resume. Cite one or two areas of qualification experience, which specifically qualify you for the position. Emphasize particular areas of related experience and training. Stress why you are unique, special and the perfect person for the position. If you claim to have certain skills, back these up with examples as proof. Tell about a professional or personal accomplishment and the skills you gained or demonstrated.

**PARAGRAPH THREE**

Close by noting that you have enclosed a copy of your resume and that you will provide any additional information requested. Note that you will look forward to a future response and that you would like to schedule an interview. Include your telephone number.

Sincerely,

Name

**Sample Cover Letter Utilizing Statement of Reference**

John Q. Afterinterns

123 Accounts Payable

Lane Moneyville, NJ 08029 856-863-9547

February 28, 201x

Coopers & Lybrand

2400 Eleven Penn Center

Philadelphia, PA 19103

Attn: Mr. Daniel Spiller

Personnel Director

Dear Mr. Spiller:

After talking with Mr. James Osgood at the recent Rowan University Career Fair, reading your recruitment information and checking your web site, I am seeking an opportunity to join the firm of Coopers & Lybrand. Your company has an impressive track record for mentoring entry-level accountants plus offering valuable experience in auditing, tax compliance and cost accounting. As a Rowan University senior, anticipating graduation in May, I am anxious to interview with you during your upcoming recruitment trip to our campus.

My strong academic performance and outstanding internship experience make me a strong candidate for a junior accountant position with Coopers and Lybrand. As an honor student and recipient of the Medallion Scholar Award for the internationally accredited College of Business, I was chosen to intern for the local public accounting firm of Money and Associates CPA. At Money and Associates, I assisted with the preparation of clients for corporate tax audits and performed intake consultations for tax preparation purposes. My supervising accountant, Mr. Charles Money invited me to continue my internship for a second semester. On my internship evaluation form he wrote, "John's knowledge and ability to grasp accounting procedures and principles is quite impressive. His computer skills and team-working abilities make him a valuable resource. I believe John will develop into a top-notch accountant."

Enclosed is a copy of my resume, which outlines my qualifications in further detail. I look forward to an opportunity to meet with you during the upcoming recruitment week at Rowan University. I can be reached at 856-863-9547. Thank you for your time and consideration.

Respectfully,

John Q. Afterinterns

**Sample Cover Letter**

Mary Smith 201 Mullica Hill Road Glassboro, NJ 08028

September 1, 20xx

Jack Jones, Public Events Officer Medecins Sans Frontieres / Doctors Without Border 333 7th Avenue New York, NY 10001

Dear Mr. Jones:

I was excited to learn about the open Public Events Intern position at Medecins Sans Frontiere’s New York office through the Center for Professional Development at Rowan University. I am a junior marketing major in the Rohrer College of Business. My event planning and marketing experience makes me a strong fit for this position.

I have a strong background in planning events like product launches and corporate retreats from my time as a Production Intern at Industria Creative. My duties included researching potential venues, considering the venue’s accommodation size, availability, surrounding foot traffic, and demographics. I regularly communicated my findings and recommendations both verbally and in writing to the team. I helped plan and source nine different events, boosting revenues and increasing our client portfolio by 18%. This experience will allow me to help plan events for MSF’s public outreach.

I gained solid marketing experience as a Marketing and Development Intern at Back on My Feet. I wrote Facebook and Twitter posts for the non-profit, reaching over 15,000 people on both platforms. My job also included creating newsletter articles and outreach documents that were sent to over 100,000 donors to support end-of-year fundraising efforts. My efforts helped contribute to 42% of total revenues for 2015. I have a strong understanding of MSF’s public outreach mission and marketing needs.

My business education, combined with my experience in event planning and marketing, make me a strong candidate for the Public Events Internship. My resume is enclosed. I look forward to hearing from you to further discuss this opportunity and how my skills and experience can fit your needs. Thank you for your time and consideration.

Sincerely,

Mary Smith