

SAMPLE COVER LETTER

email version

Ms. Pittman,

It was a pleasure to meet you yesterday at the Management Career Fair at NC State. Thank you for taking the time to describe the Technology Internship Program at American Express in detail. As you requested, I am sending my resume for your review.

I am a junior and will graduate in May 2013 with a B.S. in Business Management with a concentration in Information Technology. Both my work experience in the Office of Information Technology here at NC State and leadership position in Alpha Kappa Psi have prepared me well for your competitive program.

Thank you for your consideration. I look forward to hearing from you soon.

Sincerely,
Sara Sheldon

4444 Spring Forest Rd.
Raleigh, NC 27612
919.555.3333

The email version is brief yet professional. The email itself is the cover letter – no need to attach a separate letter. Attach your resume and any other document requested (for example: copy of your transcript, sample of your work, list of references).