

## **SAMPLE COVER LETTER**

*email version*

When emailing your resume to employers, use your email message as the cover letter (no need to attach a separate letter). The email version is likely to be brief yet professional.

Mr. Hopkins,

I am writing to express interest in a summer internship at ClearImage. I learned about your organization in a public relations class this semester where we studied a plan you developed for Emerging Game Technologies. Your creative solutions and use of technology caught my attention.

As a sophomore in Communications and a leader in PRSSA, I am eager to contribute my leadership experience and technical skills to your projects. Attached is a copy of my resume. This past year, I have been involved in the creation of on-line promotional materials for PRSSA which yielded a 25% increase in membership. A sample of my work may be found in the news section, [clubs.ncsu.edu/prssa/index.htm](http://clubs.ncsu.edu/prssa/index.htm).

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

