

SAMPLE COVER LETTER

email version

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.

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

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.