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| INTERNSHIP COVER LETTER | | |
|  | (212) 256-1414 aparna.khatri@gmail.com |  |
|  | 1938 W Augusta Blvd, Chicago, IL 60622 aparnakhatridesign.com |  |

[Today’s Date]

[Hiring Manager’s Name]

123 Company Address

Company’s City, State, Zip Code

(xxx) xxx-xxxx

[hiring.manager@gmail.com](mailto:hiring.manager@gmail.com)

Dear [Mr./Ms./Mx.] [Hiring Manager’s Last Name],

I’m writing to you regarding the marketing role that opened up recently. I came across the job description on [Website Name] and was delighted to find that my academic accomplishments meet all of the necessary requirements. I am seeking a challenging but rewarding internship, which is why I was drawn to this exciting opportunity.

As a junior marketing student at the University of Georgia, I have acquired skills in advertising, PR, product development, and market research. Currently I hold a 3.8 GPA and have been on the Dean’s List every semester. While in the College of Business, I have strategically focused my coursework in the following areas:

* Marketing Analytics
* Marketing Management
* Survey Research
* Strategic Internet Marketing
* Integrated Marketing Communications

Using my knowledge of the above, I designed a marketing campaign for a local pet grooming business that yielded the highest return on investment based on our given budget. The campaign was so well received that I was awarded third place in UGA’s business plan competition.

I would be delighted to have an opportunity to personally interview with you. Please accept the enclosed resume and feel free to contact me atyour earliest convenience.  I appreciate your time and consideration.

Sincerely,

Aparna Khatri

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**Dear Job Seeker,**

**We recently updated all of the cover letter templates on** [**ResumeGenius.com**](https://resumegenius.com/) **to reflect the most recent HR and hiring trends.**

Our goal is to give our users the best chance at landing job interviews, and our templates are a major part of how we aim to accomplish this goal.

Each of our newly designed and re-designed templates were built specifically to bypass the Applicant Tracking System software companies use to filter out candidates, and are formatted to be visually pleasing and easy to read.

But while our cover letter templates take the pain out of formatting and provide a strong foundation for your own cover letter, it takes effective writing to win over the hearts of employers, hiring managers, and recruiters.

If you’re still struggling to write your own cover letter, check out these free resources so you can put together a cover letter that showcases how you’re the best person for the job:

·     [Cover letter builder](https://resumegenius.com/cover-letter-builder)

·     [How to write a cover letter](https://resumegenius.com/blog/cover-letter-help/how-to-write-a-cover-letter)

·     [Cover letter examples](https://resumegenius.com/cover-letter-examples)

Once you’ve written a great cover letter, pair it with a convincing resume by using a matching [resume template](https://resumegenius.com/resume-templates). Here are a few resources to help you write a resume that gives your application the edge it needs to land you the interview:

·     [Resume builder](https://resumegenius.com/)

·     [How to write a resume](https://resumegenius.com/blog/resume-help/how-to-write-a-resume)

·     [Resume examples by industry](https://resumegenius.com/resume-samples)

Best regards,

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