

NAME

Address City, State Zip Code | Phone Number | Email

Date

Employer or Recruiter Name

Company Name

Street Address

City, State Zip Code

Dear Mr./Ms./Dr. Last Name:

Opening Paragraph

State the position you are applying for, how you found out about it, and ask for consideration based on your skills and experiences you have to offer. If you were referred by someone (i.e.: someone you know at the company, a recruiter you met at a career fair, etc.) state that here. Make a general statement summarizing what qualifies you most for the job.

2nd Paragraph

In this section, you want to build a direct connection between the company's needs and your background and skills. Stress what you have to offer, avoid talking about what you want from them. Identify those parts of your experience that will interest THIS employer (refer to the job description if possible). You can draw attention to relevant course work, special projects and campus activities if they show direct relationship to this position. Do not restate what's in your resume, rather expand upon a specific project or accomplishment.

3rd Paragraph – Optional

Convince the employer that you have the personal qualities, passion, and motivation to succeed at this specific company. Relate your interests/passion to what you know about the company. (Convince the employer that you not only have the skills to do well at the job, but a vested interest in the company, the industry, and the work itself.)

Closing Paragraph

Restate your interest in this position and how your unique qualifications fit the position. Request an interview or tell the reader that you will contact him/her soon to schedule a mutually convenient time to meet. Thank the reader for his/her time and consideration.

Sincerely,

Your Signature

Type Your Name

NAME

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Dear First Name Last Name or Hiring Manager:

I was thrilled to learn of your Newsroom Internship Program on the Washington Post website. As an aspiring reporter with a focus on social justice, I appreciate not only the high quality of your reporting, but also your organization's focus on giving back to the D.C. community at large. I am confident that my research experience, strong writing ability, and creativity will allow me to thrive in the internship program at the Post this summer.

As a legal intern for the Orange County State's Attorney, I used a variety of databases to conduct and organize legal research for our staff. My ability to sift through and condense large amounts of data in a fast-paced environment will be an asset to your office. I also developed particularly strong writing skills during my time at the University of Central Florida, having written several policy analyses papers for my government courses. Outside the classroom, my position as writer and editor for KnightsNews.com has allowed me to contribute weekly articles and help other staff members with their pieces. I am eager to employ my research and writing skills in a professional newsroom and believe that my experience producing informative pieces and meeting deadlines will serve your office well.

My experience working as a server at the Applebee's allowed me to enhance my creative problem-solving skills. In my role as a server, I developed a system to manage reservations, which was adopted to reduce customer wait time during peak hours. I also honed creative communication skills by balancing customer requests with availability of resources. I am confident I can apply my creativity to identify local stories of interest and assist your staff with information requests.

Please find my resume attached, which details my qualifications for the position. If you have any questions, please do not hesitate to contact me and I look forward to discussing my qualifications with you personally. Thank you for your time and consideration.

With best regards,

Your Signature

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Dear First Name Last Name or Hiring Manager:

Having reviewed the Miami Shakespeare Theatre's marketing internship listing, which is posted on Handshake with the University of Central Florida, I respectfully submit my resume for consideration. Beyond providing me with an opportunity to incorporate my love of performing arts into an internship experience, I believe that this position would allow me to gain practical experience, while also enabling me to contribute my writing, organization, and strategic planning skills. The Miami Shakespeare Theatre's mission to inspire audiences and artists to dream and discover aligns with my personal interests to promote and market performing arts.

I am currently a senior at the University of Central Florida involved in Performing Arts. I believe that my proficient communication skills and ability to multi-task in a fast-paced environment will fit well with the Miami Shakespeare Theatre's marketing internship. With a major in Communication, my educational background has provided me with an understanding of media components and the ability to clearly articulate my thoughts and ideas. Additionally, I have gained practical skills in my work as a Media Intern with XYZ, Inc. Through this experience, I have learned to effectively facilitate meetings, develop promotional materials, and engage in program planning featuring local artists and performers. I have also had two years of event planning and marketing experience through my previous work with the UCF Marketing Department. In that role, I updated website content and developed concepts for events. These experiences have taught me how to effectively manage my time while working under tight deadlines.

I am very enthusiastic about the possibility of interning for the Miami Shakespeare Theatre and have enclosed my resume for review. I would greatly appreciate the opportunity for an interview. If I can provide further details, please contact me at (407) 456-7890, or email me at 123@knights.ucf.edu. Thank you for your time and consideration.

Sincerely,

Your Signature

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Street Address

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Dear First Name Last Name or Hiring Manager:

I am writing to apply for your position in wine wholesale as advertised on Handshake. This exciting opportunity appears to be a wonderful fit with my professional experience, personal interests, and career goals.

I am returning to Orlando to complete my final year at the University of Central Florida, where I am majoring in French and economics. Having spent the year working and traveling, I am eager to incorporate myself once again into the local wine community, to which I can bring experience in several sectors of the industry.

Through eight years in the restaurant field, I have acquired a deep love of and appreciation for wine and cuisine. I have been known to wax rhapsodic over specials; nothing made me happier than discussing a bottle with a table. This enthusiasm allowed me to introduce a list of reserve selections to Shay's Pub and Wine Bar. The result was an appreciable increase in sales for the restaurant and repeat attendance by customers. My position at Aspen's award-winning Montagna allowed me to expand upon my knowledge of wine, locally inspired cuisine, and the highest standards of service. Our weekly blind-tastings fueled my desire to further myself in this field, and I am in the process of acquiring certification through both the Court of Master Sommeliers and the Wine Spirit and Education Trust.

Most recently, I have returned from France where I was lucky enough to work on an organic vineyard in Beaujolais. I adored working with the young, dynamic, vigneron who ran the estate, the largest of its kind in the region. A position at your wholesale wine company would allow me to draw upon this experience and to facilitate the success of such producers. Additionally, it would enable me to replicate the most enjoyable components of my experience overall: working with my colleagues in the local restaurant industry, as well as with distinctive, iconoclastic winemakers.

I am readily available via email or phone to arrange an interview and have attached my resume below per your request. Please do not hesitate to contact me if you have any questions. I appreciate your consideration and look forward to hearing from you.

Sincerely,

Your Signature

Type Your Name

Name

City, State Zip Code | Phone Number | Email

February 16, 20XX

Company Name

Street Address

City, State Zip Code

Dear Hiring Manager:

I would like to express my interest in the MBA Marketing & Communications Internship with XYZ, Inc. I am very excited about the possible opportunity to work for such a powerful and successful company as XYZ, Inc. As part of the semester project for my corporate finance course at the University of Central Florida, I selected to research XYZ and am conducting several financial analyses to assess its strength versus that of competitors. Through my research, I have learned that XYZ is a global leader in power generation, and I welcome the opportunity to further my education by providing support to some of the best professionals in the field.

Evidence of my leadership and initiative is documented in the attached resume. As office manager in the Student Development and Enrollment Services Division, I served as the human resources representative for over 550 employees within over 35 departments. I developed and designed a successful human resource training program for departmental liaisons. This training consisted of creating a policies and procedures manual that in conjunction with a PowerPoint presentation I presented to multiple stakeholders within the division.

As administrative assistant in the Office of Student Involvement, I worked with the director to design and create materials for presentations and meetings using a variety of Microsoft programs including publisher. In my current role, I use spreadsheets and databases to reconcile budgets monthly. This year, I integrated Microsoft SharePoint into daily operations including budget reconciliation to streamline processes. I continue to design and create a wide range of reports for the vice president and assistant vice presidents.

My educational background in business and entrepreneurship, combined with my work experiences, should make me an excellent candidate for this internship.

Thank you for your time and consideration.

Sincerely,

Your Signature

Type Your Name