

Cover Letter Examples

Fast Facts:

- Cover letters are used when you are directly replying to a job announcement you have found.
- The purpose of a cover letter is to get the prospective employer to read your resume more thoroughly.
- The cover letter is a marketing tool to communicate your value to the employer.
- Be sure to write a targeted cover letter for each job you apply for.

611 Stover Street
Fort Collins, CO 80521
February 28, 2005

Mr. Lennox Vieth
630 W. Colorado Boulevard
Suite 461
Denver, CO 80024

Dear Mr. Vieth:

Dr. Margarat Becker, professor in the College of Business at Colorado State University, encouraged me to contact you concerning an internship with one of your companies for the summer of 2002. One such company, Systoflex, interests me in particular. Upon researching it, I was especially impressed with the variety of markets this company served, while maintaining an increasing stock value over the past 5 months.

In May, I will be completing my junior year at Colorado State University in the Computer Information Systems program. I currently hold a broad understanding of business and the computer applications needed to support business activities. My specific field of interest lies in business communication tools such as internal networking and database tracking systems. My experience studying abroad in Germany for a semester has provided me with a cross-cultural perspective of information systems. My subject knowledge plus my ability to adapt to changing environments will make for a smooth transition from the classroom to the business environment.

In the past I have taken part in many group projects. Some projects entailed designing a tracking system for a university tool crib and designing a database tracking system for a local land trust company. Throughout these tasks, I have increased skills such as the ability to work as part of a team, leadership and communication. Additionally, I am a self-motivated and autonomous worker. I am confident that I will be able to adapt to any situation that might occur, and be a valuable member to your company. I hope to acquire this internship in order to gain experience in my field while serving my employer to the best of my ability.

I appreciate you taking the time to review my resume, and I look forward to hearing from you regarding this internship request. I am available any day of the week and can be reached at (970) 398-8945 or ojaeger@hooly.colostate.edu.

Sincerely,

Signature

Owen Jaeger

Enclosure

Heading

Your Address

Date

Employer Name, Title

Employer Address

Paragraph 1

State the position you are applying for, how you found the position (referral names are great), and why you would want to work for this company.

Paragraph 2

Discuss your study abroad experiences here and skills directly relating to their job description - address the requirements listed.

Paragraph 3

State your personal attributes (personality) and how they relate to the job

Paragraph 4

Restate your interest in the position, request an interview and provide follow-up contact information. Don't forget to thank them for their time.

Final Note

SIGN your letter, and include "Enclosure or Attachment" if you have other documents for the employer to look at.