



## Sample Cover Letter:

Hiring Manager (Name if available)  
ABC.com  
1111 Broadway  
New York, New York 10018

Dear Name,

Hi, my name is Your Name, and I'm heading into my senior year at XYZ University, working towards a bachelor's degree in marketing and psychology. I was very excited when Dan Jones from ABC.com told me about your marketing coordinator internship opportunity, and would very much like to be considered for this position.

I have developed strong marketing knowledge at school through my many marketing classes and club activities that I will bring to your company. As vice president of the Marketing club, one of my main responsibilities is to manage our social media content and calendar. In this role, I develop daily social media outreach through Twitter, Facebook, and Instagram, in addition to writing weekly blogs. I provide our club advisor with weekly reports on these activities. I have been given a lot of autonomy and managing my time well is critical.

I welcome the challenge that an internship at ABC.com would bring, and am confident that I can add value to your company. I can be reached at 917-123-4567 or [yourname@gmail.com](mailto:yourname@gmail.com), and I will follow-up with you within the next 2 weeks. Thank you very much for your consideration.

Sincerely,

Your Name  
XYZ University  
[yourname@gmail.com](mailto:yourname@gmail.com)  
917-123-4567