

**Sample Letter - Customer related**

J E F F S N Y D E R M A N

**Campus address:**

44 Elm Street  
South Orange, NJ 07079  
Phone: 973-555-9204 • E-mail: snyder22@hotmail.com

**Permanent address:**

12 Shawnee Road  
Short Hills, NJ 07078

Date

specific name of recipient  
company name  
address

Dear [specific named individual]:

My background in customer relations and service, coupled with my comprehensive language training and academic background, would enable me to make a valuable contribution to a position serving customers of your excellent MultiLingua Language Training Systems.

I graduated with a Bachelor of Arts degree from Seton Hall University. I made it a point to gain work experience while in school, thus demonstrating a solid work ethic and no fear of rolling up my sleeves and getting the job done. My academic courses have required me to possess a vast knowledge of language training. I am also adept at business troubleshooting and problemsolving – identifying and analyzing marketing- and management-related issues and developing innovative solutions.

Having used the MultiLingua System myself to learn German, I possess a comprehensive understanding of your product. I maintain knowledge of how people learn languages through extensive research and interest.

Quality customer service has been a basic function of my everyday life. Virtually all my employment history has required me to exercise clear, concise communication skills and to promote customer satisfaction.

With these skills, I am confident I am a perfect match for a position within your company. I am most eager to implement my experience and contribute to your growing organization. I am convinced it would be worthwhile for us to meet. I will call you soon to schedule an interview. If you have any questions, feel free to call me at 973-555-9204.

Thank you for considering my application,

Sincerely,

Jeff Snyderman

**A Sample Cover Letter for an Internship:**

YOUR NAME  
2838 Camphor Lane  
DeLand, FL 32720  
386-555-2922

DATE

Ms. Amanda Paulson  
Universal Orlando  
1000 Universal Studios Plaza  
Orlando, Florida 32819-7610

Dear Ms. Paulson,

My unique mix of previous work experience and my status as a Stetson University business student in my junior year studying marketing, make me an ideal candidate for a summer internship with Universal Orlando

My experience in sales and customer relationship management, combined with my courses in marketing, have convinced me that hospitality marketing is a career option I would like to explore.

More importantly, an internship with Universal Orlando would be mutually beneficial. Your company has an excellent reputation for customer satisfaction, and I know that the combination of my experience, education, and motivation to excel will make me an asset to your marketing department.

I am sure that it would be worthwhile for us to meet. I will contact you within a week to arrange a meeting. Should you have any questions before that time, you may reach me via phone (386-555-2922) or via email (christina@stetson.edu).

Thank you for your time and consideration.

Sincerely,

Christina Appleton

## Sample cover letter Marketing

### **ANDREA M. LONG**

386 East Side Drive • Cheshire, CT 06410 • amlong@attglobal.net • Phone: 203-555-6625  
Mobile: 203-555-4956 • FAX: 203-555-0615

June 5, 2009

Wendy Wetherall  
Pepperidge Farm, Incorporated  
595 Westport Avenue  
Norwalk, CT 06851

Dear Ms. Wetherall:

My proven ability to strategize expansion of Fast Moving Consumer Goods into global markets, especially Japan, makes me an excellent candidate for the position of Global Consumer Affairs Senior Manager that you currently have open.

I offer a strong commitment to the Japan market, having resided and worked throughout Japan for last 12 years, interacted with various levels and functions of government and business, managed Japanese organizations and businesses, and demonstrated cultural sensitivity to both US and Japan organizations;

As director of the Tokyo Tourism Board, I have demonstrated my strategic abilities by developing programs that resulted in an 18 percent increase in traffic to Tokyo in 2007, traffic growth of more than 10 percent in 2006, total spending and per-capita spending growth of 15 percent and 5 percent respectively; as well as 5 percent growth in length of stay to 3.66 nights.

My marketing experience is extensive and diverse – from opening up new markets to tapping into my vast pool of contacts in both business and government in. During my extensive marketing career with Pepsi-Cola, I influenced the objectives and direction of franchised bottler management, engendering significant credibility, mutual trust, and respect, and facilitating solid growth when the rest of the country was experiencing decline during the toughest year.

I am a proficient all-around marketing practitioner with a highly applicable background. My familiarity with the business environment in the US, Canada, and especially in Japan, can be extremely valuable in your endeavors. My MBA degree and fluency in English and Japanese further bolster my qualifications.

I would like to meet with you to discuss adding value to Pepperidge Farm as I have done for my previous employers. I will contact you in the near future to arrange a meeting. Should you wish to reach me before then, please call 203-555-6625.

Sincerely,

Andrea Long

## Sample of a Good Cover Letter

[ Enter your address here ]  
[ Enter your telephone here ]  
[ Enter your mobile here ]  
[ Enter your Email here ]

Date  
Enter Employers Address Here

Dear [ Enter name of recipient ],  
(Enter Position / Ref Here)

As a French undergraduate at the University of Toulon in Business and Marketing Studies, I am seeking the opportunity to apply for the position of [Enter position here ] to capitalise on both my educational and professional experience whilst helping a definite business. [ Enter position here ] seems an ideal prospect, in view of my training, work experience and career interest.

Over the past year, I have added practical work experience to my technical knowledge, rising swiftly to being a serious and motivated student. I am responsible for implementing workshop projects within my training in a multi-disciplinary team, resolving issues proactively, working to schedule, in close liaison with Program Instructors, ensuring smooth operations at all times. The modules attended have enhanced my organizational, leadership and communication skills, increased my ability to synthesize complex technical issues quickly and independently.

This was followed by an internship as a [enter position here]. I administered .... and undertook extensive client liaisons, honing my communications and analytical skills. I was also responsible for ....., providing technical support to fellow associates, training staff and general troubleshooting. This role enhanced my ability to multi-task while working accurately under pressure. I also benefited by increasing my ability to organize work proactively.

The position of [enter position here] would utilize the knowledge and skills I have gained through my education and work experience. I believe I am a suitable candidate in view of my education, experience and long term commitment within [ Enter field ]. I hope therefore, that on consideration of my resume, you will be persuaded of my potential to perform well and make a real contribution as a member of your organization. In the meantime, I look forward to hearing from you at your earliest convenience.

Sincerely,  
Your Name

## Cover letter with a list of skills

Your name + address

September 14, 2003

Ms. Melissa Brennan  
Human Resources Director  
Communications Weekly, Inc.  
4512 Flower Street  
Los Angeles , California

Dear Ms. Brennan:

As a multilingual Professional with an international background that enriches my Journalism and Musical skills, I feel I can make a positive contribution to your organization.

In addition to a Bachelor of Science in Business Administration from University of the West Coast, I can also offer:

- \* Expertise in conducting interviews with high-profile individuals as evidenced by my work for Los Angeles Women in Communication with articles on Senator Mark Spender, Roberta Adamson, and Sally Winters, among others.

- \* Experience as a freelance contributor to numerous publications, including Courtley, an international magazine for the French community with a monthly circulation of 750,000.

- \* Skill in authoring daily columns for FFTV.com , a major French news website, with future plans for a column on treschic after its launch.

- \* Business acumen in networking and creating strategic alliances for the Uni International where I negotiated agreements with Field Associates , Net.Net and FBGTV .

- \* Fluency in French, Spanish, and English, with the ability to converse in Italian and Japanese.

- \* Comprehensive knowledge of cultural and social conditions in France, Brazil, and Venezuela .

- \* A rich musical history that includes performing in New York with the Young Musicians of Los Angeles, and a composing culturally-unique rhythms and music in numerous categories, including R&B, hip hop, and Latin.

Additional capabilities are listed within the enclosed resume. In an effort to discuss this matter further, I will be calling your office with the next few days to see if we might set up a time to meet.

If you have any questions, I can be reached at the number listed above. Thank you for your attention.

Sincerely,

Pamela Smithe  
CV Encl.

## Sample Internship Cover Letter

Name

Address 1

Address 2

[can also add telephone/fax/email]

Date

Organization Contact Person and Title

Organization Department

Organization Title

Address 1

Address 2

RE: Summer Internship Opportunity

Dear Human Resources Advisor,

I am writing in response to the internship information posted on your organization's webpage. Currently, I am a candidate at the University of XXXXX for a Bachelor's degree in XXXX. Within this program I am focusing my studies on XXXXXX.

I believe that my experiences and continuing education make me an excellent candidate for a summer internship with your office. I have gained professional experience in project management, cross-cultural teamwork, and creative problem solving through diverse work experiences including an internet start-up, and an environmental program in Nepal.

In addition, through recent coursework in policy analysis and development theory, I have acquired additional skills such as stakeholder analysis, drafting policy memos and research design. I know these skills will make me a valuable asset to [your company] as an intern, providing the opportunity to gain further experience in development work.

Hopefully, my skills, experience, and knowledge will match your needs and expectations for interns. I am available from May-August, 200X. I have enclosed my CV.

Please feel free to contact me via email or by telephone should you have any questions, or wish to discuss my application. Thank you in advance for your time.

Sincerely,

Name

Enclosures: curriculum vitae

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Your Contact Information:

[NAME]

[ADDRESS]

[CITY, STATE, ZIP]

[PHONE NUMBER]

[EMAIL ADDRESS]

Date

Employer Contact Information:

[NAME]

[TITLE]

[COMPANY]

[ADDRESS]

[CITY, STATE, ZIP]

[PHONE NUMBER]

[EMAIL ADDRESS]

Salutation:

Dear Mr. or Mrs. Last Name [HUMAN RESOURCE PERSON, MANAGER, SUPERVISOR, etc.]

Please allow me to introduce myself. I am preparing to graduate from [NAME OF YOUR SCHOOL] University's Bachelors Program with a degree in [DEGREE, i.e., Applied Languages, Psychology, Social Work, etc.] on [DATE]. My coursework and experience has prepared me for my career working with [TYPE OF CLIENTS] individuals. In addition to my major degree, I also minored in [list your minor], and I feel that I am very well prepared to [verb of action].

I am currently studying for my [DIPLOMA/DEGREE] to be taken in [DATE]. I have already passed the graduation requirements for [UNIVERSITY]. I have [NUMBER] hours of [SPECIALIZED TRAINING, i.e. business writing, marketing, advertising, etc.]

I am currently working at (or have worked at) [AGENCY] doing [JOB FUNCTIONS, i.e. internship, customer service, etc.]. I have almost a total two years' experience with XXXX in a [SCHOOL, HOSPITAL, MEDICAL OFFICE] environment.

In addition to my academic and work experiences, I also possess a tremendous amount of patience, trustworthiness, ethics, communication skills, and I would be pleased to have the opportunity to provide the supplementary information that is not mentioned in my enclosed resume. I have letters of recommendation from past professors, employment supervisors, and personal references. I performed a background check on myself in [DATE] of this year, which I can provide. I am available for an interview at your convenience.

I think I would be an excellent match for [COMPANY/AGENCY NAME] and hope that you will kindly consider me for an interview. I look forward to hearing from you soon. Thank you for your consideration.

Sincerely,

[YOUR NAME]

[NAME]  
[ADDRESS]  
[CITY, STATE, ZIP]  
[PHONE NUMBER]  
[EMAIL ADDRESS]  
Date

Employer Contact Information:

[NAME]  
[TITLE]  
[COMPANY]  
[ADDRESS]  
[CITY, STATE, ZIP]  
[PHONE NUMBER]  
[EMAIL ADDRESS]

Dear Ms. X

I am writing to explore the possibility of participating in a training program in your company. As a French student pursuing a degree in Foreign Languages (Spanish, English) applied to Business Studies (Law, Marketing, Economics, etc.), I am required by my University to complete a practical training in a company abroad. My training must start in September and last at least 2 months.

ICI FULL DESCRIPTION OF YOUR PROFILE AS A STRONG CANDIDATE FOR THE POSITION

In regards to my legal eligibility to train with your organization, I would be participating in the J-1 Visa Internship USA program, sponsored by XXXX [name of the sponsor]

As my sponsor, XXXX is authorized by the U.S. government to issue the necessary documentation for me to obtain a J-1 visa, which allows me to train legally in the U.S for up to 12 months. I will also arrive with my sponsor provided, full coverage health insurance.

J-1 Visa participants are exempt from the following taxes:

- Social Security Taxes (FICA)
- Federal Unemployment Taxes (FUTA)

By participating in the J-1 Visa program, you will be contributing to the United State's cultural exchange and public diplomacy policies and will benefit from the support of XXXX for the duration of the internship.

I look forward to hearing from you soon and I strongly believe that my motivation, personal skills and studies will allow me to excel in a training position with you.

Sincerely,  
YOUR NAME