

SAMPLE COVER LETTER

(LETTER OF APPLICATION)

IM A SAMPLE II
4321 South 55 Street
Bellevue, Nebraska 68005
(402) 291-5432
Imsample2@xxx.net

(Current Date)

Mr. John Smith, Director
Marketing and Public Relations
National NonProfit Association
1234 Farnam Street
Omaha, Nebraska 68112

Dear Mr. Smith:

I am applying for the Marketing/Public Relations Intern position advertised through Career Services at Bellevue University. As shown in the enclosed resume, I have a strong academic background in Business Administration and expect to graduate in May, 20xx.

My current work as Advertising Coordinator for our monthly student newspaper has given me firsthand experience in the challenges associated with the development and implementation of a successful marketing/advertising campaign. In addition, I have excellent creative writing and communication skills, as demonstrated by my successful experience in the publication of a weekly in-house newsletter while at Guarantee Mutual.

This background, combined with over five years of general business experience, has given me a unique perspective that would be particularly valuable in meeting the responsibilities of this position, as described in your advertisement. I would welcome the opportunity to meet with you to discuss my qualifications in more detail and look forward to hearing from you soon.

Thank you for your time and consideration.

Sincerely,

Im A. Sample II

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Enclosure