

## **SAMPLE COVER LETTER**

### **YOUR ADDRESS**

Cory Smith  
1234 Clover Road  
West Lafayette, IN 47906  
(765) 494-1111  
corysmith@purdue.edu

### **DATE**

October 27, 2000

### **EMPLOYERS ADDRESS**

Mr. Terry Coffman, Sales Representative  
Elanco Animal Health  
11901 South 100 West  
Columbus, IN 47201

Dear Mr. Coffman:

### **IDENTIFY THE PURPOSE YOU ARE WRITING**

I enjoyed your presentation in Animal Sciences 281 on October 25 at Purdue University. Thank you for sharing several practical ideas about the career planning process. I am writing to express my interest in the Elanco Animal Health summer internship you mentioned in class.

### **POINT OUT YOUR ADDITIONAL QUALIFICATIONS**

I grew up on a swine and crop farm in Jamestown, Indiana. I have 10 years of 4-H experience showing swine and being involved in several leadership positions. I have also worked on the Purdue Animal Sciences swine farm and have taken Dr. Cline's animal nutrition class and Dr. Downey's sales and marketing class.

### **REFER TO YOUR RESUME AND HIGHLIGHT THE POINTS THAT RELATE TO THIS EMPLOYER**

As you will note on my enclosed resume, I have worked on several swine farms and have been involved in the nutrition and animal health decisions on our farm operation. This past summer, I worked as an assistant to the sales representative for Indiana Farm Bureau Coop. This background in swine production, sales and strong leadership skills has prepared me to utilize my enthusiasm for working with people at Elanco.

### **PAVE THE WAY TO GET AN INTERVIEW AND MAKE IT EASY FOR THEM TO CONTACT YOU**

Thank you for considering my enclosed resume and references for the Elanco summer internship. I would like to learn more about this opportunity and will contact your office the week of November 5 to arrange for an appointment at your convenience to discuss this more. If you need additional information from me, you may contact me at (765) 494-1111 or at corysmith@purdue.edu.

Sincerely,

Cory Smith