

Cover Letter Template

Your Name
Your Address
Your City, State, Zip Code
Your Phone
Your Email

Month XX, 20XX

Contact Name
Title
Company
Company Address
City, State, Zip Code

Dear Mr./Ms. Last Name:

When writing a cover letter, the first paragraph tells the employer why you are writing. You may include the name of a shared personal contact, if someone has referred you or recommend that you contact the person or company. You can also include your college and status and a short sentence on why you feel you are the ideal candidate for the internship/job.

The middle paragraphs of a cover letter are an opportunity to tell the organization what you have to offer. Read the internship/job description carefully if you have one and be sure to do some research on the company. Once you know about the position for which you are applying, you can target your cover letter to compliment your resume by describing your relevant work or internship experiences, coursework, volunteer and co-curricular activities, etc. Be specific and describe to the company how your skills will fill their needs.

The last paragraph will describe how and when you will follow up. It is your responsibility to follow up unless the internship/job description specifically states no phone calls or email follow up. If emailing your documents, follow-up is usually 24 – 48 hours; if sending documents by mail, follow up is usually in one week.

Sincerely,

Your First and Last Name

Haleigh B. Baleigh
4 Birch Court
Smithtown, NY 23475
(Home) (232) 422 – 2211
(Cell) (902) 777 – 3333
hbaleigh@brandeis21.edu

April 24, 20XX

Ms. Doris Jones
Executive Director Finance Division
I Merrill Lynch

238 Seventh Avenue
New York, NY 4321

Dear Ms. Peabody:

My academic and previous work and internship experience make me the perfect candidate for Merrill Lynch's Summer Analyst Program. Mary Smith, Merrill Lynch's Senior Analyst, recommended that I write you in regards to the position in hopes that I can apply and interview with you prior to the October 31st deadline.

In the internship posting it listed strong analytical, leadership and quantitative skills. Through my business, finance, and economic courses I have developed strong skills in these areas and look forward to the opportunity to further develop my skills through a challenging and rigorous internship experience. My previous experience in the financial field includes an internship as a analyst with Smith Barney as well as working for the credit union for the past two years at my college. In addition to my knowledge and skills in the area of finance, I have been commended by my professors and previous supervisors as to my strong verbal and written communication skills. I was a key player in putting together the financial portion of my management and business project and presentation which was highly praised by the executive team that attended.

I am confident that I can apply the same skills at Merrill Lynch that have made me successful in my previous educational and career pursuits. I will call next week to see if you agree that my qualifications match what you are looking for in a summer analyst. I am available to schedule an interview that could be arranged at a mutually convenient time for both of us. Thank you for your time and consideration and I look forward to hearing from you soon.

Sincerely,

Haleigh B. Baleigh