**LETTER TEMPLATE**

**COVER LETTER FOR INTERNSHIP**

**[Today’s Date]**

**[Hiring Manager’s Name]**

**[Company Address]**

**[(xxx) xxx-xxxx]**

**[hiring.manager@gmail.com]**

Dear **[Mr./Mx. /Ms.] [Manager’s Name],**

I’m writing to you regarding the marketing role that opened up recently. I came across the job description on **[Website Name] and** was delighted to find that my academic accomplishments meet all of the necessary requirements. I am seeking a challenging but rewarding internship, which is why I was drawn to this exciting opportunity.

As a junior marketing student at the University of Georgia, I have acquired skills in advertising, PR, product development, and market research. Currently, I hold a 3.8 GPA and have been on the Dean’s List every semester. While in the college of business I have strategically focused my coursework in the following areas:

* Marketing Analytics
* Marketing Management
* Survey Research
* Strategic Internet Marketing
* Integrated Marketing Communications

Using my knowledge of the above, I designed a marketing campaign for a local pet grooming business that yielded the highest return on investment based on a budget. The campaign was so well received that I was awarded third place in UGA’s business plan competition.

I would be delighted to have an opportunity to personally interview with you. Please accept the enclosed resume and feel free to contact me at your earliest convenience. I appreciate your time and consideration.

Sincerely,

**[Your Name]**