

## Sample Cover Letter

Evan Lee  
12345 Stanford Avenue  
Irvine, CA 92617

March 7, 20XX

Karen Packard  
Recruiting Manager  
Enterprise Rent-A-Car  
987 Corporation Drive  
Irvine, CA 92602

Dear Ms. Packard:

I would like to join the Enterprise Rent-A-Car team as an Entry-level Management Trainee. After reviewing the job description on ZotLink and the Enterprise website, I know this position is an excellent match for my interest in sales and management. I was also excited to learn more about the core values at Enterprise such as service, hard work, community, and fun as these fit with my own work values.

I am a senior majoring in Psychology and Social Behavior at the University of California, Irvine, and look forward to applying my strong communication and leadership skills in a management training program. Last year as a Resident Assistant, I worked on a team of 8 members to foster the academic, social, and cultural programming in the residence hall. We also worked together to help students adjust to college and to provide an enriching residential atmosphere. In this role I was responsible for the well-being of 50 first-year students which helped me develop and refine my management skills. It was through this experience that I became aware of my passion for leadership and teamwork and where I learned the importance of effective interpersonal communication. I will use these skills as a successful Management Trainee at Enterprise.

I would like the opportunity to meet with you and discuss my qualifications in greater detail. I will follow up with you in two weeks to check on the status of my application. Thank you in advance for your consideration.

Sincerely,

Evan Lee

Enclosure: Resume

Your full name  
Street address  
City, State and Zip

Date

Contact Name  
Title  
Company or Organization Name  
Company Address  
City, State and Zip

Dear Mr. Lewis:

I am seeking a marketing internship and learned about your company from your ad in Advertising Age. I am currently a junior at the University of California, Irvine pursuing a degree in Business Administration with a specialization in Marketing. I am very interested in joining your team and using my social media and direct marketing knowledge in a cutting-edge company like XYZ.

As the Vice-President of Membership for the UCI Marketing club, I increased membership this year by 30% using Facebook and Twitter to reach out to students across our campus. For my project in Marketing Research, I analyzed the marketing campaigns of several of the employers who recruit on our campus to see which methods were most effective for increasing student turnout at their events. Based on these experiences, I have developed a strong understanding of how to connect with the college age community which I am sure would be helpful to your clients. I am looking for an opportunity to develop these skills further and learn more about the marketing business by joining XYZ as a summer intern.

I have included my resume and look forward to talking with you in more detail about how I might contribute to your team. I will contact you within two weeks to set up an interview at your convenience.

Thank you for your consideration.

Sincerely,

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## Cover Letter Tips:

- Always send a cover letter with your resume or application
- Tailor your letter, explain why you want to work for that specific organization or position
- Exemplify clear and concise writing skills
- Show the connection between your experience and the position requirements
- Use the same font and header as your resume to create a professional look