

Career Center

First-Year Cover Letter Example

Duke Student

321 Chapel Watch Dr.
Durham, NC 27701
dukestudent@duke.edu

March 28, XXXX

VICE

49 South Second Street
Brooklyn, NY 11211

Dear Hiring Manager:

VICE is a fast-growing and immersive organization, and I am thrilled to see an opening at a company where I can creatively drive technology development. I am writing to express my interest in the Summer Intern position with the Growth Department at VICE Media. I am hopeful that my teamwork and communication skills, along with an analytical mindset, will prove to be a valuable asset.

I developed communication and programming skills as an App Developer Intern at the Museum of Discovery and Science. I collaborated with three other interns to plan, code, and execute a successful Android mobile application that immersed museum visitors in an interactive learning experience. During this app development, I gained experience across a diverse spectrum of business and product implementation –from user interface design to decision-making of advertising strategies. The app was implemented and we continued to make changes according to user feedback.

I have continued my personal growth by working as a research assistant at the Duke University Sociology Department, where I collect, organize, and analyze large amounts of data through Python programming. I check the data against confounding factors with a team of two students and the information is being used to understand the sociology of gender and sexuality in marginalized communities. These critical thinking and detail oriented skills will prove valuable as a VICE intern.

I hope to contribute to the growth and success of VICE through a variety of analytic and research tasks. In closing, I look forward to the opportunity to speak with you and discuss my qualifications as a Summer Intern at VICE. You can reach me at dukestudent@duke.edu or 555-555-5555 for any further questions regarding my application.

Sincerely,

Duke Student



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Example Cover Letters

Abigail T. Cheng

5234 Erwin Road
Durham, NC 27701
(919) 555-1234

October 10, XXXX

Ms. Jane Clifton
Vice President of Operations and Federal Relations
The Capitol Association for Internships & Academic Seminars
4567 M Street, NW
99th Floor
Washington, D.C. 20039-1234

Dear Ms. Clifton:

I am writing in response to the email from the National Internship Organization (NIO) regarding summer internships with The Capitol Association for Internships & Academic Seminars. As a junior at Duke University majoring in Political Science, I am very interested in applying my academic studies while gaining relevant skills. I believe the combination of my education and campus leadership roles make me a strong candidate for the internship.

As the Fundraising Committee Representative for Campus Life, I have demonstrated the ability to operate in a complex environment. My primary responsibility is to manage the \$20,000 operating budget by tracking purchases and ensuring timely payments to vendors. In addition, I have developed a volunteer recognition program to encourage members to participate in fundraising activities. This position has taught me budget management and how to contribute successfully to a team.

Balancing schoolwork, along with serving the community, has provided me many valuable lessons about multi-tasking and self-motivation. In addition to budgeting time for Campus Life responsibilities, I also delegate time for my academic commitments. These experiences have made me responsible and reliable—a combination that is highly valued at The Capitol Association for Internships & Academic Seminars.

I will call you next week to follow-up, and I look forward to talking with you to discuss my candidacy with The Capitol Association for Internships & Academic Seminars. Until then, if you have any questions, please email me at acheng@duke.edu or call me at 919-555-4321.

Sincerely,

Abigail Cheng

Abigail T. Cheng
enclosure



Career Center

Example Cover Letters

Cheleah Brown

123 Fake Street • Citytown, NC 12345 • abrown@aol.com • Work: (555) 333-3333

June 28, XXXX

Attention: Doris Macka
Manager
Just It Clothing Warehouse
82 Christopher Street
New York, NY 10014

Dear Ms. Macka,

It is with great interest that I am forwarding my résumé for consideration as a Sales Assistant within your organization. Combining my previous experience within customer-centered environments with strong interpersonal and communication abilities, I am confident that you will quickly realize my ability to make major contributions to your organization. Therefore, I ask you to consider the following in addition to my enclosed résumé:

- Possess a great work ethic and superb team skills.
- Proven experience in customer service positions, including customer relations, cash handling, and point of sale operation.
- Ability to close major sale opportunities due to strong relationship building and presentation skills.
- Significant experience operating cash registers and other computerized equipment within stores.
- Excellent communication and interpersonal skills; takes initiative in managing client relationships and developing effective working relationships with clients.
- Ability to adapt quickly in new and changing business, social, and cultural environments.

My record of schoolwork, employment, and volunteer activities demonstrates attributes that make me a valuable employee. In all of my employment and volunteer positions, I have maintained an excellent record of being on time, prepared, and eager to take on new responsibilities.

My resume is enclosed to provide you with details of my skills and accomplishments, but I am certain that a personal interview would more fully reveal my desire and ability to contribute to your organization. Thank you for your time and consideration, and do not hesitate to contact me if you have any questions. I look forward to speaking with you soon.

Sincerely,

Cheleah Brown

