

## SAMPLE COVER LETTER/APPLICATION LETTER

123 Main Street  
Anytown, LA 70000

February 12, 2020

Ms. Jane Smith, HR Manager  
XYZ Company  
789 University Street  
Anytown, LA 70000

**TIP:**

State why you are writing, what you are applying for and how you learned of the position. Grab the attention of the reader by providing information to show your interest.

Dear Ms. Smith:

I am applying for the Marketing Intern position that was recently advertised with the University of Louisiana at Lafayette Career Services. With my experience, academic background and career interests, I believe I would make an excellent addition to the marketing team and XYZ Company.

Your position requires skills in communication, research and teamwork. My strong communication and marketing skills have proved to be valuable assets at two major retail chains. As a Sales Associate with JC Penney Department Store, I achieved the Customer Satisfaction Award and was promoted to Lead Sales Associate after only three months of employment. This recognition is awarded to individuals with outstanding customer service and leadership skills, sales ability and teamwork efforts. At Old Navy Department Stores, I worked as part of a team of fifteen to plan and execute marketing strategies for promotional items. Additionally, you will find my research background at ABC Medical Center valuable in successfully completing marketing projects. The enclosed resume will describe my experience in greater detail.

It is evident from your website that XYZ Company is transforming the industry with global expansion and technological advancement. I am anxious to be a part of such an innovative team. I am confident that I can make an immediate contribution to the department and am willing and eager to learn additional skills that would benefit the company. Moreover, the internship will be a great learning experience, allowing me to apply my academic studies to a real-world work environment.

I would appreciate the opportunity to meet with you to discuss the possibility of joining XYZ's Marketing Department. In the meantime, please feel free to contact me at (337) 555-4444 for additional information. Thank you for your time and consideration.

Sincerely,

Cayenne Pepper

Enclosure: Resume

**TIP:**

Initiate follow-up and show appreciation. SIGN your letter. Note that you have enclosed your resume.

**TIP:**

Refer to your resume, drawing attention to your most relevant experience(s) and skills. Point out achievements. Show that you did your homework and stress your interest in the job.