

**COVER LETTER
DETAILS...**

700 Park Avenue
Norfolk, Virginia 23504
(757) 555-7000
s.spartan@nsu.edu

→ *Your demographic information*

March 28, 2007

Contact/Employer's Name
Title
Company
Street Address
City, State, Zip code

→ *Employer's contact information*

Dear Mr., Ms. _____:

→ *Please acknowledge official titles or at the minimum use a standard greeting*

FIRST SECTION: State the reason for the letter. Name the specific position or type of work you are applying for and if relevant, indicate from which resources (Career Services, newspaper, referral, website, etc.) you learned of the opening.

SECOND SECTION: This is the main section of your letter and should be treated with thought and care. Indicate why you are interested in the position, the company, its products or services, and above all what you can offer the employer. Explain how your academic background or practical work experience qualifies you for the position. Do not repeat data from your resume, but explain what the data means and how it qualifies you.

THIRD/ FINAL SECTION: You may refer to your resume at this time, Use this paragraph to make a positive statement about your interpersonal skills, personality, and desires to meet specific job requests such as relocation. Indicate your desire for the position and ultimately an interview. Repeat your phone number and offer any assistance to aid in a timely response. Finally, close your letter with a statement or question to encourage a response.

Sincerely,

Sabrina Spartan

(Your handwritten signature)

Type your name

Enclosure

→ *Make sure you sign your name and acknowledge you have enclosures which indicates you have attached your resume*

*SAMPLE
COVER LETTER*

700 Park Avenue
Norfolk, Virginia 23504
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s.spartan@nsu.edu

March 28, 2007

Mr. James Woodrow
Vice President, INFO Structures, Inc.
123 Opportunity Drive
New York, New York 10019

Dear Mr. Woodrow:

I am writing to apply for the management internship position with INFO Structures, Inc. that I found on www.infostructures.com and from your posting with the Norfolk State University Career Services office.

Obtaining an internship with INFO Structures, Inc, in New York, New York would enhance my current academic studies at Norfolk State University. My past internship allowed me to efficiently manage logistics and perform management from an initial contact point until the ultimate goal which resulted in a sale of the company's product. I am confident that my willingness to learn, and ability to be a team player will fit well with the mission of your company.

Please refer to the enclosed resume for additional experience and activities that will give you a clearer indication of my enthusiasm for this position. Again, thank you for your time and consideration. I look forward to hearing from you in the near future about this great internship opportunity and I am available to please feel free to contact me directly at (757) 555-7000.

Sincerely,

Sabrina Spartan

Sabrina Spartan

Enclosure

Sample provided by Norfolk State University's Career Services

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