

## **\*Sample Cover Letter\***

1234 Easy Street  
St. Louis, MO 63141  
August 1, 2014

Jill Thompson  
Human Resources Administrator  
The Dream Company  
4321 Cloud Street  
St. Louis, MO 63121

Dear Ms. Thompson,

This letter is in response to the Marketing Internship, at The Dream Company that I saw posted on UMSL Career Services site on July 28, 2014. I am interested in The Dream Company because of your creative website and award-winning advertising campaigns. I believe my qualifications make me a good fit for this internship.

As you read my attached resume, you will see I have experience in basic marketing using social media tools. During my internship at QR Advertising, I conducted market research and analyzed the daily “hits” on a local car dealership’s website. Based on my research, I suggested the dealership expand their reach using Facebook and Twitter. It was exciting to use the techniques learned in one of my marketing classes directly in my internship.

In my summer jobs, I have become more comfortable with my verbal communication skills. Polishing my customer service attitude helped me earn the “Employee of the Month” award. My supervisors have complimented me on my flexibility and willingness to help co-workers with projects when faced with tight deadlines.

I would like to arrange an interview to discuss the Marketing Internship and how The Dream Company develops advertising concepts for your clients. Please feel free to contact me at 314.123.4567 or by email at [stevejohnson@gmail.com](mailto:stevejohnson@gmail.com).

Thank you for your consideration. I look forward to hearing from you.

Sincerely,

*Steve Johnson*

Steve Johnson

**Career Services**  
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