

Porguech UNG

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Mar 14, 2014

Recipient First Name Last Name
Company Name
Street Address
City, State/Province Zip
Phone
Email

RE: [Job Title], [Ref#], [Date]

Dear [First Name] [Last Name],
(If you do not know the name of the person you write to, use Dear Sir/ Madam)

You need an intern with a meticulous attention to detail and excellent [enter relevant skills] skills. My experience as [enter relevant work or school experience] and status as a [major] student in my [year of school] year make me an ideal candidate for the [job title] position at [company name].

My [number] years [enter education or experience] have given me a solid foundation for this internship. I am comfortable performing a wide range of job duties]. I am eager to contribute my enthusiasm and skills to [company name] and to grow in this position.

My resume will give you a greater understanding of my qualifications. Please contact me if you have any questions.

Sincerely, *(If you do not know the name of the person you write to, use Yours Faithfully not Sincerely)*
[Your First Name] [Your Last Name]
[Your Phone Number]
[Your Email]