Current Date

Recruiter Name
Professional Title
Organization Name
Mailing Address

Dear Ms. / Mr. _____ [and/or Hiring Manager and/or Internship Coordinator],

PARAGRAPh 1
State your interest in obtaining the job/internship position at the company/organization (if you were referred, also include who referred you). Include a sentence about your background (Ex.: Currently I am a sophomore Biology major at Fordham University who will graduate in May 2017 with fieldwork and research experience.) Identify 2-3 skills listed in the post that qualify you as an excellent fit.

PARAGRAPh 2
Showcase that you are a perfect candidate for the role. Provide concrete examples of how you have demonstrated the abovementioned skills by using relevant work experience. Devote 1-2 sentences per skill. [Insert skill 1 from job post → relevant experience using skill 1. Insert skill 2 from job post → relevant experience using skill 2. Insert skill 3 from job post → relevant experience using skill 3].

PARAGRAPh 3
Highlight something unique/positive about the company/organization. Seek out brand-specific information from its website or trusted periodicals. Look to the mission and/or vision of the company/organization. This will also prepare you for the interview when the time comes! The more knowledge of the employer you can demonstrate, the more invested in the position you seem.

Thank the recruiter for the consideration of your candidacy.

Sincerely,

Anita Cover Letter
November 15, 2012

Karen Smith
Director of Human Resources
New York Magazine
150 Broadway, New York, NY 10011

Dear Ms. Smith,

I am writing this cover letter to express my interest in the marketing internship at New York Magazine. Currently, I am a junior at Fordham University majoring in Communications and Media Studies, with experience in branding and population outreach. As this position requires multi-platform marketing experience, social media management, and event re-cap compilation, I am confident that I would be an excellent fit.

As the Social Media Intern at AOL Games, I have been involved with multi-platform marketing from concept development to creative execution. During the early stages of rebranding, I pitched ideas for the website redesign based on blog and fan forum feedback. As a member of Fashion for Philanthropy (FFP), I oversee and contribute to all of its new social media initiatives, including the FFP Facebook and Twitter account. Finally, as a Public Relations Volunteer for the 2010 Tribeca Film Festival, I compiled re-caps, reviews and press coverage for several large-scale events coordinated with featured film directors.

New York Magazine consistently produces some of the most advanced marketing campaigns in the publishing world. Its tremendous online success and use of social media is particularly inspiring, as demonstrated through the popular blogs, TheCut and Grub Street, among others. It would be an honor to contribute to the marketing efforts of such an innovative publication.

Thank you for your time and consideration of my candidacy.

Sincerely,

Anita Cover Letter