

Career Development

COVER LETTER SAMPLE

ORGANIZATION

The cover letter breaks everything down clearly for the hiring manager. You do not repeat your resume, but you highlight the parts of your background with a few anecdotes that show you are a natural fit for the position.

Your Mailing Address

MM/DD/YYYY

Company Mailing Address

Dear Hiring Manager:

It is with great interest that I submit my application for the Summer Internship available in the Chicago office of ABC Insurance. After speaking with James Carey, an analyst at your firm, about the challenges you are facing this year since the buyout, I believe I can immediately contribute to the work of your firm.

I am graduating this summer with a Master of Science in Finance from the Johns Hopkins Carey Business School. My qualifications as related to your position include:

- **Creative Problem-Solver:** At XYZ Bank, I tweaked weekly and monthly spending reports to more clearly highlight trends. This was praised by my manager for saving the team time and improving systems.
- **High Customer-Service Orientation:** As Vice-President of the Carey Women in Business Club, I increased membership by 25% by designating a member to welcome prospective members at networking events.
- **Strong Analytical and Research Skills:** I have intermediate skills in Hadoop, basic programming in Python, self-taught myself coding in C, and I am eager to learn more.

Attached please find my resume for your review. I look forward to meeting you and sharing more about how I can help ABC Insurance accomplish its goals. I can be reached by email at youremail@jhu.edu or by phone at 123-456-7890 if you need further information about my qualifications. Thank you for your time and consideration.

Sincerely,

Ivan A. Job

Ivan A. Job

Schedule an appointment with a Career Coach in [Handshake](#) for a cover letter review.