
COVER LETTER – INTERNSHIP – EXAMPLE

Jane Doe
1 Independent Drive, Suite 1201
Jacksonville, FL 32201
Janedoe@yahoo.com
(904) 620-2067

February 15, 2014

Pamela Jones
College Recruiting Manager
Prudential Insurance Company
1 Independent Drive
Jacksonville, FL 32201

Dear Ms. Jones:

I am writing to apply to the Financial Professional Associate Internship Program recently advertised on Career Wings, the University of North Florida's job database. I am currently a junior double-majoring in Finance and Financial Services and am currently looking to gain experience in my field.

My work background and coursework have supplied me with many skills and an understanding of insurance products and finance that I believe will allow me to quickly become an asset to your organization. My previous role as a teller at Bank of America provided me with an opportunity to work closely with the bank manager and gain first-hand experience working with customers on personal financial matters. In that position, I consistently received excellent scores on random customer surveys.

In addition to my work experience, I have taken relevant upper level coursework in the areas of insurance, financial management and entrepreneurship and currently serve as Treasurer of the Finance and Investment Society. My coursework and campus involvement have allowed me to begin to build contacts within the financial services industry and to gain perspective on the many aspects of financial services and how to apply my education in real world situations.

My resume is attached for your review and I would welcome the opportunity to interview for this position and discuss my qualifications in greater detail. Should you need any additional information, please do not hesitate to contact me. Thank you for your time and consideration.

Sincerely,

(Signature)

Jane Doe

COVER LETTER – FULL-TIME – EXAMPLE

Jason Rock
1 Beachside Lane
Jacksonville, FL 32250
Jrock@gmail.com
(904) 620-2067

October 13, 2013

Lisa Shock
Director of Human Resources
MECLABS
1300 Marsh Landing Parkway, Suite 106
Jacksonville Beach, FL 32250

Dear Ms. Shock:

I am writing to apply to the Research Analyst position at MECLABS. I recently met with Larissa Bodniowycz in the Career Management Center at the University of North Florida (UNF) who recommended that I apply. I will be graduating in December with a double-major in Marketing and Management. I would be available to start work full-time immediately as all my courses are in the evenings.

My education, marketing experience and ability to work with a team match the qualifications you are seeking in a Research Analyst and I am confident I could make valuable contributions to MECLABS. Through my coursework at UNF, I have learned marketing terminology, conducted case studies and worked with a team to develop a comprehensive marketing plan for a local company. I supplemented my formal education with an internship this past summer at Dow Chemical Company where I had the opportunity to conduct consumer research. I designed and distributed an online survey, compiled and analyzed the results in Excel and then presented my findings and recommendations to upper level management.

My resume is attached for your review and I would welcome the opportunity to interview for this position and discuss my qualifications in greater detail. Should you need any additional information, please do not hesitate to contact me. Thank you for your time and consideration.

Sincerely,

(Signature)

Jason Rock

COVER LETTER – STUDENT LEADERSHIP – EXAMPLE

John Coggin
1 Osprey Lane
Jacksonville, FL 32224
coggin.careers@unf.edu
(904) 620-2067

December 1, 2013

Larissa Bodniowycz
UNF Career Management Center
1 UNF Drive, Building 42, Room 2021
Jacksonville, FL 32224

Dear Ms. Bodniowycz:

I recently completed my first semester at UNF and would love to become more involved with campus activities and during the spring 2014 semester. I believe that the Student Ambassador Program would be a great way to do that. This past semester, I was able to attend multiple workshops and events that the CMC organized including the STAR program, the site visit to Target and the entrepreneurship panel. The events were all professionally coordinated and I learned a lot from each. I would love to have the opportunity to assist with the promotion and execution of future events.

I believe that my previous experience servicing in the US Coast Guard would allow me to make valuable contributions as a Student Ambassador. This past June, I was released from Active Duty after spending over five years at the Security Detachment in Mayport. I was the unit Training Officer and was responsible for coordinating and conducting Coast Guard training as well as managing electronic records for over 40 members. In addition, I was a tactical boat officer, federal law enforcement officer and unit health programs coordinator. I believe that what I learned about leadership, organization, adaptability are transferable skills that will help the Student Ambassador Program.

If selected to serve as a Student Ambassador, I would work very diligently to assist the CMC with the promotion and execution of future events and anything else needed. Please feel free to contact me if you have any questions or need additional information.

Thank you for your time and consideration.

Sincerely,

John Coggin

John Coggin