



Your Name

Home Address | City, State, Zip
Email Address | Phone Number

The header of the cover letter and your resume should be the same. Copy and paste it.

Date
(4 blank lines)

Employers Name
Position
Company Name
Address 1
Address 2
City, State, Zip

Address your letter to the person who is responsible for short-listing the resumes for the position that you are applying for. Find out that particular person's name and address the letter to them.

Dear _____,
(1 blank line)

As a senior English/professional writing major graduating this May from East Stroudsburg University, I was very excited to find your Marketing, PR and Community Outreach Specialist program on ESU's Warrior Careers job board. I grew up in Philadelphia and am familiar with Northeast Youth Programs and the extraordinary service it provides to youth and families in Delaware County.

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You will note on my enclosed resume, I have experience in various areas of public relations and marketing. My public relations internship with the American Red Cross of Delaware County provided me with the opportunity to work closely with a Board of Directors in a non-profit setting. I also worked daily with the director to plan, market, and execute the agency's largest fundraiser of the year: a benefit dance which raised over \$30,000. My duties included writing press releases and articles for the monthly newsletter, updating content on the agency website, soliciting donations from area businesses, maintaining a guest and donor list in Microsoft Access, and communicating with vendors. Planning an event of this magnitude requires the ability to multitask, as well as excellent communication skills, close attention to detail, and the ability to work both independently and as part of a team. In addition to this internship, I had the privilege to serve as my sorority's Community Outreach Chair where I communicated and worked with both campus and community residents to organize volunteer activities for my chapter. I coordinated a small team of volunteers who organized a fundraising project netting over \$5,000 for a charity; the experience of creating both on-line and in-print campaigns further strengthened my public relation skills.

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I am very excited about the possibility of working at Northeast Youth Programs and would appreciate the opportunity to meet with you to discuss my credentials. Please let me know if you need additional information or writing samples. I am available for an interview at your convenience. Thank you for your time and consideration.

(4 blank lines for signature)

Sincerely, Insert a digital signature

Your name

Enclosure Type the word Enclosure to indicate that you have included your resume.

Before you start writing, review the internship/job posting to determine the needs and requirements of the position or program. In your letter, make every effort to show the connections between your qualifications and their needs/requirements.

Formatting Tips:
In the **opening paragraph**, catch the reader's attention with a strong first sentence. Be sure to include:

- The position or program for which you are applying
- How you heard about the position
- Why you are interested in this particular position, program or organization

Formatting Tips:
In the **Second paragraph** and possibly the third, explain:

- How your skill, knowledge, and/or experience can relate to the position requirements or qualifications
- What you can contribute to the organization and how you can help them meet their goals or support their mission