

## COVER LETTER-sample

July 20, 2013

Ms. Georgette Jones  
Human Resource Director  
AAA company  
001 Michigan Avenue  
Wilmington, NC 11111

Dear Ms. Jones,

I recently met Mr. John Jones at my university's College of Engineering picnic back on October 3<sup>rd</sup>. After our lengthy discussion about your company's high-tech product line and impressive quality program and my long term career interests, he encouraged me to contact you. I am extremely interested in applying for the full-time summer Manufacturing Engineering Intern position your company currently has available. I have been seeking an internship such as this, and I think my background and your requirements may be a good match. Please allow me a moment to highlight my qualifications and how they may benefit your company.

**This is where you'd talk about what skills and experience you have in relation to the job itself and why are interested in their company and this position. (GPA, major, etc..)**

**This next paragraph is just an example, of how you may want to highlight your interpersonal skills and qualifications. (non-technical skill sets)**

If you are seeking a hard working, detail-oriented individual who is eager to contribute to your company's bottom line, then please consider me for this position. My resume which further highlights my education and experience is attached for you to review. I welcome an opportunity to talk with you and your staff about this position. I can be reached at (704) \_\_\_\_\_ or lllll@uncc.edu.

I thank you for your time and consideration and hope to hear from you soon.

Sincerely,

Your name