

Anatomy of a Cover Letter

Linda Chabres
555 Dorchester Ave
Boston, MA 02130

Your Address

Rory Clark - Internship Coordinator
Office of the Governor
State House, Room 271-M
Boston, MA 02133

Name of Contact
Organization
Address

November 18, 2013

Date

Dear Mrs. Clark:

Greeting Line

Paragraph 1:
Brief introduction. Identify what position applying for, school, major and how you heard about the position.

I am excited to submit my application for the Student Internship position in Governor Patrick's office. I learned about this opportunity through the Career Services office at Bridgewater State University. I am currently a junior studying Criminal Justice and Civic Education and Community Leadership at Bridgewater State University and have an interest in law. Through my recent professional experiences interning at the State House and working for Grassroots Campaign along with my leadership roles on campus at Bridgewater State, I have developed strong leadership and communication skills and gained experiences in a governmental setting. I am eager to gain additional experience working with the government, and based on my recent professional and academic experiences, I am a great candidate for this position.

Paragraph 2:
List your related experiences and explain their relevance to the position applying for. Use specifics about the skills you've gained.

Recently, as an Intern at the State House with Representative Carlos Henriquez, I assisted with the planning of community based programs and helped with outreach to recruit college interns. I also attended bill hearings and assisted with general office duties. I also gained experience in student government at Bridgewater State University. As a Senator and later as the Secretary for BSU Student Government Association, I represented the student body and made sure that their voices were heard. I spoke on a variety of issues affecting the student body and worked on creating potential solutions. In addition, as the President of the African Student Association, I manage the overall of function of the organization and made sure that the organization fulfilled its goal after every event or activity. I was also a field manager for Grassroots Campaign, I went door to door and used my excellent communication and persuasive skills to fundraise on the behalf of Nature Conservancy and Save the Children. I led new employee trainings, managed the field crew by creating a sense of community, supervising new employees, tracking fundraising amount and completing necessary paperwork.

Paragraph 3:
Discuss why you specifically want to work in this company.

As an immigrant who migrated not so long ago from Guinea, West Africa, I am passionate about immigration law. Finding out through my research that my Governor and I share the same passion about immigration laws increased my interest for this internship. Sharing a passion and work space with an inspirational leader like Governor Patrick will allow me to enhance my knowledge on immigration laws and how they are put in place.

Paragraph 4:
Closing. Thank the reader for their consideration, express your enthusiasm, and provide contact information.

Thank you for your consideration, I am excited about this opportunity and look forward to further discussing my qualifications with you. Feel free to contact me at 617-123-4567 or by email lindac@gmail.com. I look forward to hearing from you soon.

Sincerely,
Linda Chabres