

Cover Letter Sample: Undergraduate student seeking an internship

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Ms. Christy Mumford
Editorial Director
Freedom Forum
1101 Wilson Boulevard
Arlington, VA 22209

Dear Ms. Mumford:

As a student in American University's School of Communication and its Department of Literature, I am focusing on writing and the media. After seeing your Editorial Internship posted in AU CareerWeb, I am eager to apply the research and writing skills I have gained to benefit your organization. I am especially interested in working with your nonpartisan foundation because it is dedicated to free press and free speech.

Through coursework in both communication and literature, I have developed skills in written, oral, and multimedia expression—all critical to working in journalism. As the chief editor of American Literary, the bi-annual 50 – 75 page AU student literary magazine and as a School of Communication teaching assistant evaluating students' written work, I have strengthened my editorial skills. Through the course, Writing for Mass Communication, I strengthened my knowledge of basic techniques of news writing. In addition, my varied work experiences, ranging from program coordination to waiting tables, have helped me become proficient in dealing with the public and working under pressure.

Enclosed are my resume and writing samples for your review. I am available to start work the week of May 15. I will contact you the week of March 18 to follow up on my application. In the meantime, if you have any questions or need additional information, please contact me at 202-555-5555 or by e-mail at <robin@american.edu>.

Sincerely,

(signature)

Robin A. Sheffler

enclosure(s)