

First Name Last Name
100 4th Avenue, New York, NY 10000
555.555.5555
firstlast@email.com

02.01.2020

Kelly O'Sullivan
Human Resources
ACA International
489 Park Avenue, 15th floor
New York, NY 10020

Dear Ms. Sullivan,

I am writing in application for the accounting internship this summer at ACA International. In addition to my accounting work experience that I will describe below, my studies at Hunter College as an Accounting major qualify me as a strong candidate for this position.

For the last two years, I have been working at Smith & Blanchard Associates as an Accounting Assistant primarily for international business accounts. I have provided assistance with general bookkeeping duties, including creating and managing Excel spreadsheets for various client accounts as well as assisting with accounts payable and receivable using Peachtree. In addition, I am tasked with ordering and keeping inventory of all office supplies and maintaining general order and appearance of the front office.

As a current Bachelor of Science candidate of Accounting at Hunter College, I have taken various related courses including Managerial Accounting and Advanced Accounting I and II. These courses have allowed me to further develop my knowledge of accounting procedures and professional business culture, knowledge which I believe will be valuable as an intern.

I am confident my experience as an Accounting Assistant as well as my current studies will make a valuable contribution to ACA International. I have enclosed a copy of my resume for your review and I would greatly appreciate the chance to meet with you to discuss the position further. I look forward to hearing from you.

Sincerely,

First Name Last Name

Enclosure: Resume

FIRST NAME LAST NAME

100 4th Avenue
New York, NY 10000
(555) 555-5555
firstlast@email.com

March 13, 2020

XYZ Retail Solutions
1122 Park Avenue
New York, NY 10065

Dear Hiring Manager,

I am writing to express interest in the Media Analyst position at XYZ Retail Solutions that I saw on CareerHunter. I believe my degree in Media Analysis and Criticism, my organizational and technical skills, along with my management and merchandising experience, make me a strong fit for your company.

During nearly three years as a Merchandise Store Manager at TUV Group, I managed product merchandising and implemented new initiatives to increase efficiency and sales store-wide. As a result, revenues increased by 7% for the year ending 2016. Looking to advance my management and marketing skills, I then took a job with QRS, Inc. as Department Manager where I worked for almost two years. In this role, I conducted consumer-needs assessments and recruited high performing sales associates to build and sustain a customer-focused culture. I also organized numerous in-store promotional events to drive sales and increase brand awareness. In 2018, to further enhance my operational and marketing skills, I began working at Meyers & McMillan, P.C. as an Operational Assistant. My main duties include engaging in social media promotion and supporting the operations of the company through client outreach and daily office administration. As evidence of my contributions, the company's clientele base increased by 16% for the year ending 2019.

My experience illustrates my strong marketing and management background, ability to lead and to collaborate, and a deep motivation to learn and build upon my strengths. Given my interest in the use of social media in advertising, I would value the opportunity to join your team and be able to contribute to the growth of your company. I want to reiterate my strong interest to discuss this opportunity and my qualifications with you further. Thank you for your time and consideration.

Sincerely,

First Name Last Name

First Name Last Name

100 4th Ave, New York, NY 10000

(555) 555-5555

firstlast@email.com

January 30, 2020

NYU Langone Medical Center

550 First Avenue

New York, NY 10016

Dear Recruiting Representative,

I am writing in application for the summer intern position for the FGP Secretary I-Intake/Scheduler (TP) as listed with Career Development Services at Hunter College. In pursuing my degree in Psychology for a prospective career in wellness counseling, I am eager to further develop my client-oriented experience and skill set.

I am highly organized and adaptive with an extensive background in personalized customer service and customer care, which skills I honed in my front desk position at Equinox Fitness Club. My duties there included guest check-in and maintaining the supply inventory among other administrative tasks, as well as fostering relationships with club members and responding to their needs to create a welcoming and accommodating environment.

I believe that my background and individual capabilities will make me a valuable addition to your program, and I would be thrilled to have the opportunity of an interview. My attached resume describes my academic and experiential background in more detail. Thank you for your consideration of my qualifications.

Sincerely,

First Name Last Name

First Name Last Name
100 4th Avenue, New York, NY 10000
Phone: 555.555.5555
Email: firstlast@email.com

June 4, 2020

Assemblywoman Jane Doe
New York State Assemblywoman
Manhattan District Office
185 9th Avenue
New York, NY 10000

Dear Assemblywoman Doe,

I am writing to express interest in the internship at your District Office that was advertised on CareerHunter. This opportunity intrigues me as a Political Science major graduating from Hunter College this fall, one who is interested in the impact of public policy on all members of our society. My research, written communication, and analytical skills make me the ideal candidate to contribute to your team.

Studying political science has given me the chance to thoroughly research a variety of topics and continuously improve my writing skills. It has not only broadened my outlook and forced me to think more critically, but it has also made me better able to express important ideas about a plethora of issues. For example, while researching for a recent paper on eminent domain, I discovered the disproportionately negative effect government takings have on impoverished and minority communities. Research experiences such as these are what drive me to want to make a difference in our community. Additionally, as a Media Studies minor, my journalism courses, in particular, have further strengthened my communication skills by preparing me to write for a wide audience in a well-structured manner.

Utilizing my research and communication skills as part of your team would enable me to make that difference. I look forward to discussing this opportunity with you in person. Thank you for your time and consideration.

Sincerely,

First Name Last Name