

# Sample Cover Letter

4225 Cypress Avenue  
Indianapolis, IN 36221

March 1, 1997

Mr. Frederick Goland  
Personnel Director  
Midwest Public Relations  
Suite 21  
112 Jefferson Street  
Carmel, IN 36241

Dear Mr. Goland:

As my senior year at Indiana University approaches, I feel it's necessary for me to supplement my education with practical experience. When researching area public relations firms in the Career Development Office at Indiana University recently, I found that Midwest Public Relations offers creative internships and that my qualifications match your eligibility requirements.

As my enclosed resume indicates, my studies and work experience revolve around journalism and administration. As a writer/editor for *The Hoosier*, I've written more than thirty articles on various topics ranging from sports and entertainment to editorial commentary. I also developed my computer skills and was instrumental in the purchase and implementation of the newspaper's first computer-layout system. As a manager and administrator, I was able to successfully direct a 15-person writing staff by assigning story ideas, balancing deadlines, and giving the paper its overall editorial direction.

After graduation, my career plans include working for a public relations firm such as yours. I think that my desire to succeed, coupled with my education and work background, will enable me to excel in this field. If possible, I would like to speak with you to learn more about the creative internship you offer at Midwest. I will call you later this month about arranging a meeting, should you not contact me before then.

Thank you for your time and consideration.

Sincerely,

John Simonsen

May 3, 1997

5020 Glencairn Drive  
Columbia, MO 65203

Ms. Evelyn Smith  
Environmental Design Associates  
210 Grand Avenue  
St. Louis, MO 63017

Dear Ms. Smith,

While attending an ASID seminar in St. Louis last week, I learned that your firm may be hiring an additional designer to assist with residential design projects. I am writing to inquire further about this potential position.

I am currently enrolled as an Interior Design student in the department of environmental design at the University of Missouri in Columbia. Although I do not anticipate graduation until June 1998, I feel that my current creative and technical skills, as well as an interest in residential design, would qualify me to do the type of design work you require. As outlined on my enclosed resume, I have had experience with computer-aided design, am proficient at drafting and rendering, and am comfortable making presentations. In addition, I place a high priority on client/user involvement and the application of behavioral designs in the design process, a quality which could make me a valuable addition to your firm.

I am impressed by the reputation of your firm and feel confident that my qualifications would enable me to perform the job well. I am excited about the opportunity for growth and learning which would be afforded me by working with your team of design professionals, and believe that I possess unique qualities which would enhance the team. I would appreciate an opportunity to meet with you to discuss my qualifications and to learn more about this job opportunity and your firm. I will call you the week of May 10th to see if a meeting can be arranged. In the meantime, I may be reached at (314) 443-9507.

Thank you for your consideration. I look forward to meeting with you.

Sincerely Yours,

Leslie D. Martin

Enclosure