Sample Internship Cover Letter via Email

Subject: **Editorial Intern**

Dear Mr. George:

I am currently a first-year student at North-eastern University where I am pursuing a degree in English. I am interested in the Editorial Intern position that was listed on our Career Services jobs website. As an English major I have developed strong editing skills and attention to detail, and I am eager to gain additional hands-on experience before I begin co-op next year.

My supervisor at the Gap, where I am now working, would tell you that I am responsible, motivated, and a quick learner. For example, one customer recently went out of her way to speak with my manager to praise my customer service skills. These personal characteristics will serve me well as I develop professional experience.

Enclosed is my resume for your review. I will follow up with you next week to discuss the possibility of an interview. Thank you for your time and consideration.

Sincerely

Andrew Gary

Email and Applicant Tracking Systems

Applications will usually be sent via email or a company's applicant tracking system.

Email

Put the cover letter in the body of the email, and attach the resume as a PDF document. Always include a direct reference to the specific job title or requisition number in the subject line.

Applicant Tracking Systems

Put your cover letter in the designated field. If there is no specific cover letter section, you may include it in "additional information" or "other" sections of the application. For either format, make sure that your cover letter is grammatically correct and has NO MISTAKES.

Spell checkers don’t catch every type of error (“field” when you mean “filed,” “defiantly” when you meant “definitely”, etc.), so proofread your letter very carefully after the spell check.