



## Cover Letter Templates

### Sample #1

Date

Ms. Rhonda West  
Internship Program Manager  
Acme Inc.  
123 Corporate Blvd.  
Sometown, CO 50802

Dear Ms. West:

I was excited to see your opening on indeed.com for an Electrical Engineer Intern in the ACME Inc. Internship Program, and I hope to be invited for an interview.

My background includes serving as an associate at my university bookstore. My responsibilities included customer service, inventory control, and assisting at the cashier desk during busy periods. In addition to this experience, I gained considerable knowledge and work experience as a student assistant in the Engineering Department, supporting the administrative needs of department staff and faculty during this academic year.

I also bring to the table strong computer proficiencies in MS Word, MS Excel and CRM database applications and a two years of college study as an electrical engineering major. Please see the accompanying resume for details of my experience and education.

I am confident that I can offer you the attention to detail and problem-solving skills you are seeking for this role. Feel free to contact me 555-555-5500 or via email at myname@gmail.com to arrange an interview. Thank you for your time—I look forward to learning more about this opportunity.

Sincerely,

My Name



## Sample #2

Date

Mr. David Jones  
Manager  
Consumer Products Company  
123 Pennsylvania Avenue  
Big City, PA 00000

Dear Mr. Jones:

I am writing to apply for the R&D Product Development Summer Intern position, found on the University of Pennsylvania's PennLink system. I am a junior pursuing a Bachelor of Science in Engineering, and majoring in Mechanical Engineering & Applied Mechanics at UPenn. With my engineering coursework and project experience, my innovative mindset and affinity for problem solving, I believe I am a strong candidate for this role.

As an undergraduate, I have balanced a rigorous course load and a number of extracurricular activities that have allowed me to enhance my skills relevant to this role. Specific to engineering, I have developed abilities in 3-D design and modeling, an understanding of materials, and have practiced different manufacturing technologies. For example, in my Machine Design and Manufacturing course, I along with two teammates created mechanical drawings and designs in SolidWorks. I have also developed the strong interpersonal and communication skills required to succeed as the R&D Product Development intern. I have been selected by my peers for a leadership role within Penn's Formula SAE team this year, and am an active member of our ASME chapter. Throughout all of my experiences, I have used my dedication to efficient and creative problem solving and my ability to prioritize and manage competing demands to positive ends. I am eager to apply my engineering knowledge and skills at the Consumer Products Company.

I am very interested in interviewing for this opportunity and look forward to learning more about your requirements. Please feel free to contact me at (215) 000-0000 or by email at student@upenn.edu. Thank you in advance for your consideration.

Sincerely,

Your Name