

Cover Letter Example

222 Maple Hill Drive
Lebanon, TN 37087
September 5, 2010

Ms. Kelly Hodge
Human Resource Representative
MTV
150 Music Drive
Nashville, TN 37210

Dear Ms. Hodge;

I am seeking a marketing internship position for the spring of 2011. I am a junior at Cumberland University with a double major in Business Administration and Marketing. I was informed of your available internship through our Office of Career Services, and I am very interested in applying.

Practical experience is very important to me and I recognize the value of a training opportunity in a significant corporate setting. I have a strong interest in MTV because of the excellent reputation of the company. I feel my academic training has prepared me to be valuable to you as well. I would enjoy the opportunity to intern with you for a semester, and would earn three academic credits for a successful experience.

I am currently available for interview and would appreciate an opportunity to speak with you directly regarding the marketing internship you mentioned to Mrs. McPeak. Spring registration begins January 6, 2011. It would be helpful if I could meet with you prior to this date. Thank you for your time and consideration of my enclosed resume.

Sincerely,

Mary Smith