

Sample Cover Letter – Internship

Jane Ann Doe
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Towson, Maryland 21252
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January 28, 2011

Sony Pictures Entertainment
550 Madison Avenue 7th Floor
New York, NY 10022

Attention: Office of Human Resources

Dear Internship Coordinator:

This letter is an application for the Columbia TriStar Motion Picture Group- marketing and publicity internship. I am forwarding a copy of my resume for your consideration for a summer 20XX position.

My experience at Towson University includes a history of involvement, leadership, and academic success. As a freshman at Towson I volunteered at the campus television station, WMJF, where I worked with news programming. My involvement increased dramatically my sophomore year when I became a Resident Assistant (RA), a DJ on XTSR radio, and a member of the University Residence Government (URG). Presently I am employed as a second-year RA and as a student ambassador. My academic involvement includes the Programming Committee, RA Committee, DJ on XTSR Radio, and URG.

My selection as an RA required a rigorous hiring and training process. I have acquired a level of organizational skills, confidence, dedication, and commitment that I am extremely proud of, all essential factors contributing to my role as an effective RA and a student leader. Using my experience and knowledge, I plan, coordinate and manage meetings and events in all fields of my involvement on campus. My academic experience as a third-year student includes several classes in film and mass communication, which has given me considerable knowledge about media and the entertainment industry.

In summary, I believe I am very qualified for this position because of my experience, not only with my majors, but also with my understanding of what it takes to be a leader and an assistant. I believe my considerable skills working with a team and knowing how to persuade others as a leader make me a valuable asset for your organization. I sincerely hope to be considered for this position. It would be an honor to be part of your team. You can contact me by email at jdoue23@students.towson.edu or by phone at 000-000-0000. Thank you for your time.

Sincerely,

Jane Ann Doe



**Career
Center**