

Instructions for writing a cover letter for Oakton's Internship Program

Use a formal, business letter style:

10-12 point font in a basic font, such as Arial or Times New Roman

Left Flushed

Single-spaced

General Format:

Date

Address Block of Internship Specialist

Dear Ms. McKenzie:

Paragraph 1: Brief Introduction. Express interest in applying to Oakton's Internship program (NOT a specific position or company). Mention your major or field of study. This paragraph should be 2-4 sentences long.

Paragraph 2: "Sell yourself". Tell the reader about the classroom and practical experiences you have that would make you a good intern or that have prepared you for this type of position. You could also mention why you are interested in the internship program. This might take 2 paragraphs (each paragraph should be 3-5 sentences long).

Paragraph 3: Conclusion. Include 1 sentence that ties everything together, invite the reader to contact you, and thank the reader for their time. This paragraph should be 2-4 sentences long.

Sincerely,

Your Name

Sample Cover letters
(under NO circumstance should these be plagiarized, or copied from directly):

April 1, 2008

Shannon McKenzie
Oakton Community College
7701 N. Lincoln Ave.
Skokie, IL 60077

Dear Ms. McKenzie:

I am very interested in applying to Oakton's Internship Program. I am an Accounting major planning to graduate Oakton in spring 2008. I am seeking to complement my classroom education with an internship in order to acquire the background necessary for a future career as a Tax Accountant.

I believe that I would be an asset to your program. My experience in sales and customer service, combined with my coursework, has convinced me that accounting is the career I would like to explore. I have office experience from my current job as an assistant in the Math Department. Over the past 6 months, my duties have included basic office duties and working with Microsoft Word, PowerPoint, and Excel to assist in preparing department class presentations. My great work ethic, attention to detail, and my respect for confidentiality will make me a great candidate for your position.

This internship would provide me with the ideal opportunity to assist at your organization and to expand my accounting skills. I have enclosed my resume for your review. I very much appreciate your time and consideration, and I hope to hear from you in the near future.

Sincerely,

Salley Kooman

April 1, 2008

Shannon McKenzie
Oakton Community College
7701 N. Lincoln Ave.
Skokie, IL 60077

Dear Ms. McKenzie:

I am writing to apply to the internship program at Oakton Community College. I am currently studying Chemistry and Biology and am looking for an internship position to assist me as I prepare for graduate school and for a future career in scientific research.

I have had a great deal of laboratory experience in chemistry, biology, and geology, both indoors and in the field. In the lab, I have performed chemical reactions and I am currently using microscopes to observe many specimens. In environmental field studies, I have conducted outdoor labs to assess water chemistry. Last summer, I worked as conservation assistant at Clumber National Park.

My education and my practical experiences have made me an excellent candidate for an internship position. Please feel free to contact me if you would like to discuss my qualifications or experiences further. Thank you for your consideration.

Sincerely,

John Smith

Jane Jones
32 Willow Street
Willow Creek, NY 12900
(Home) (232) 456 - 3425
(Cell) (971) 567 - 3421
jjones@rochester.edu

Shannon McKenzie
Oakton Community College
7701 N. Lincoln Ave.
Skokie, IL 60077

Dear Ms. McKenzie:

I am very excited about applying for a summer internship position through Oakton Community College. Professor Bill Hershey recommended that I apply for the internship program since the qualifications directly match my educational experience, interest, and skills.

I am currently studying business with a concentration in finance. Throughout my college career, I have excelled in all of my finance courses and my professors have recommended that I serve as a tutor for students requiring assistance with class assignments. My courses have provided me with a strong background in the methodologies required for successfully analyzing and synthesizing important financial information and in preparing documentation to assist management when making critical business decisions. I am a quick learner and enjoy the challenges of doing comparative, quantitative, and cash - flow analysis in addition to portfolio and asset management and financial modeling and asset valuation. I believe my strengths in these areas would serve me well as an intern.

In addition to my relevant coursework, my internship with Merrill Lynch provided me with a great opportunity to use my knowledge and skills and apply them to the real world. I very much enjoyed assisting customers with their financial decision - making and I found that my excellent interpersonal skills served me well when dealing with challenging clients. I was invited to return this summer as an intern but I am especially excited to seek out new challenges, as I feel that this opportunity would provide me with additional knowledge and skills that will add to my abilities to positively serve clients in the field.

Thank you for your time and interest and I look forward to hearing from you.

Sincerely,
Jane Jones