

## COVER LETTER SAMPLE

### Your Name

1 South Main Street ~ Newark, DE 19702 ~ 555-555-5555 ~ yourname@udel.edu  
linkedin.com/in/yourname

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December 1, 20XX

Ms. Alison Parse  
Tipton Communications  
220 Continental Drive  
Suite 20  
Newark, DE 19700

Dear Ms. Parse:

I am formally applying for the Spring Public Relations Intern position with Tipton Communications. I discovered the position posted on the University of Delaware's Handshake recruiting system. Tipton Communications is a company in which I can produce results because I identify with the company's passionate strategy of doing whatever it takes to succeed. Whether it is to perfect employee communication, or master publications and graphic design, I am more than capable of helping the company stay true to its mission.

As a senior, English major, my educational background and experiences combine for a good fit for Tipton. I took on many leadership positions in group projects throughout my upper level English courses. This past November, I attended the 53rd Annual Advertising Career Conference in New York City hosted by the AAWNY and was exposed to insight from top industry figureheads on the industry and its direction. During the summer of 2016, I interned at MTV Networks/Viacom in the Digital Ad Sales department, in which I researched sellable opportunities, maintained information on corporate accounts, and networked with countless professionals. These experiences have combined to validate my true interest in the industry and in an organization like Tipton Communications.

I have been active in many extracurricular activities at the University of Delaware, as indicated by my resume. Leading an online magazine at the university and taking control of its promotional operations has been a very rewarding experience for me. I have also taken part in an endeavor called B.L.U.E. Advertising in which we act as our own advertising and consulting firm for on-campus organizations. My high involvement at school and my incredible experiences in the industry have made me a determined and focused worker who will work hard for success.

I look forward to meeting with you to discuss my candidacy for this position in greater detail. Please contact me if you need any additional information. Thank you for your time and consideration.

Sincerely,

Your Name