

Sample Cover Letter

Sender Name
Sender Address
Sender Email Address

Date

Recipient Name (Hiring Manager if name not known)
Recipient Title
Recipient Company Name
Recipient Address

Dear Ms. Jones: (use name if known or Dear Hiring Manager – Never To Whom It May Concern)

Please find enclosed my resume in consideration for the Financial Analyst Internship which was listed on the University of Oklahoma's career website. I am currently a junior majoring in Finance with an expected graduation date of May 2018.

Through my classes and campus involvement at the University of Oklahoma I have been able to develop my analytical, quantitative, Excel, leadership, and communication skills. As the Vice President of Finance for my student organization, I have the opportunity oversee a budget of approximately \$50,000 which requires me to analyze and quantify our income and expenditures on a weekly basis. Interacting with different committees regarding their budgets and expenditures allows me to utilize my interpersonal skills in communicating the overall direction we must take to remain within our budget. Additionally, I am involved in multiple academic classes which require me to work not only as an individual but as a key member of project teams and work groups. My leadership skills are further enhanced by my membership in multiple campus organizations. I know that my tremendous work ethic, combined with my positive energy, enthusiasm and desire to succeed make me an outstanding candidate for the Financial Analyst Internship.

Please feel free to contact me at 111-222-3344 if you have additional questions regarding my resume or to schedule an interview regarding this exciting opportunity. I look forward to speaking with you in the near future.

Sincerely,

Name
Major
Graduation Date