

Jane A. Doe

911 Colvin Avenue ♦ Buffalo, NY 14216 ♦ (716) 832-9023 ♦ jadoe@buffalo.edu

X Return address above includes telephone number with area code. May also include fax, e-mail & web address

X Number of spaces to the date varies with length of letter: typically 1-8 spaces, or 13 spaces from top

February 24, 2015 For the date, spell the month--do not use numeric format (i.e., 11/18/14)

X

X

X

X

X The inside address begins on the sixth line after the date.

Mr. George Smith Contact Name, including Mr./Ms./Dr. etc.

Manager, Human Resources Contact Title

ABC Company Company Name

1100 Hertel Avenue Company Address

Buffalo, NY 14216 City, ST Zip + 4 (Use 2 letter state code, all-caps, no need to list country)

X

Dear Mr. Smith: Always address to a person. Don't use "To Whom it May Concern" or Dear Sir/Madam. Follow with a colon.

X Introductory paragraph establishes rapport & states purpose. State position & where you learned of it. Grab the reader's attention by mentioning relevant skills in a positive manner.

This letter is in response to your advertisement for a **Management Intern**, posted through the Career Resource Center at the University at Buffalo, School of Management. As per your description, my interpersonal and analytical skills can be leveraged toward successful performance in this internship. In addition, I am confident that I possess the "*dedication to providing superior client service*", which is listed as one of your *core values* on the ABC Company website.

X Body of letter references enclosed résumé and highlights most RELEVANT qualifications. Use examples—"show, don't tell." Emphasize how you can make a contribution. Focus on the reader (Don't start every sentence with "I.")

Referencing the experience on my résumé; while working as an Associate at Wegmans, I have been consistently cited on customer comment cards and management reviews for providing outstanding service to our store guests, which is a source of great pride. Beyond providing positive customer service, my strong individual and group communication skills are further evidenced by the excellent peer evaluations that I have received from fellow classmates, during academic team projects at the University at Buffalo School of Management. As treasurer of my fraternity, I demonstrate your desired analytical abilities by managing a budget in Excel, calculating expenses/revenues and reporting to the membership monthly on our financial status. Finally, the writing skills you request can be seen in my work as a staff writer for the campus newspaper.

X In the closing paragraph, reaffirm interest; ask for an interview; and say you will call and when.

I would greatly appreciate the opportunity of an interview to further explain how I can contribute to your success as a Management Intern. Unless I hear from you prior, I will follow up in two weeks regarding the status of my candidacy. Thank you for your consideration.

X

Sincerely,

X

Jane A. Doe Be sure to sign your name here

X

Jane A. Doe

X

Enclosure

Notes:

- Keep letter to 1 page, always single space
- Use clean, simple font: 11 or 12 pt.
- Side margins: 1.25" or 1.5" for very short letter
- Top/bottom margin: minimum 1"
- For full block format, do not indent paragraphs
- Left-justify inside address and closing
- ** An "X" in the sample above is used to illustrate where "a blank line space" is used in the cover letter layout.