

Career Center

Undergraduate Student Cover Letter Structure

Your Present Address
City, STATE Zip Code

Date

Contact's Name
Contact's Position Title
Employer Name
Street Address
City, STATE Zip Code

Dear Mr./Ms./Dr. Contact's Name: (OR "Dear Hiring Manager"),

1st Paragraph (Introduction)

- Briefly describe who you are (e.g., "junior Engineering major at Duke University" – but you don't need this level of detail if you're doing on-campus recruiting – use your space wisely)
- Express enthusiasm and interest in the position
- If you were referred by a specific person in the company, you can mention it here
- **Outline the rest of the document (connecting your most relevant skills/experiences, based on the job description and your previous research, to the actual position/organization)** – set up the structure that you will follow (e.g., focusing on communication skills, then analytical skills, then real-world experience; OR focusing on problem solving abilities, interpersonal skills, and then technical skills, etc.)

2nd - 4th Paragraphs (Body - Elaborating on specific experiences, skills, & fit - Order of these paragraphs depends on importance and how you've outlined it previously)

- Tell a story about or describe your experience that references several of the necessary qualifications for which the employer is asking (e.g., communication skills, technical expertise, analytical skills, etc.)
- Tell another story showcasing a different aspect of yourself that is relevant to the position – You can think of the structure of the Cover Letter and Resume as similar (start with the most important/relevant experiences)
- Explicitly state aspects of the role, team, and organization that you are applying to and emphasize your fit
- Provide evidence that you have the skills/experience/talent necessary and that you will utilize these in the most relevant and productive way for that particular organization

Final Paragraph (Next Steps)

- Thank them and reaffirm your enthusiasm about the role, team, and organization
- Restate your confidence in the fit between your background and role/expectations
- Detail your next action (e.g., "will follow-up with a call," look forward to interviewing on campus with you," etc.)

Sincerely,
Your Typed Name



Job Description

Abercrombie & Fitch Leadership Development Program - Merchandising Internship

Description:

A&F merchants handle all business aspects of specific clothing categories (tees, denim, outerwear, etc.) for the company out of our Home Office. Entrepreneurial in nature, merchants lead a cross functional team (design, sourcing, visual) to fully maximize the financial success of their product line: choosing the best designs, negotiating costs and production timelines with vendors, and strategizing future business through the analysis of current sales information. Merchant teams will get to work directly with our CEO, Mike Jeffries, for approval on their products for each season.

Our Corporate Internship Program in Merchandising provides a select group of college students in their junior year an opportunity to experience being a merchant at Abercrombie & Fitch for 10 weeks over the summer. Interns work for one of our four brands and will be placed on a specific product category for the summer. After two weeks of intensive training, interns will oversee vendor communication, attend fittings, participate in design reviews, and have a thorough knowledge of the business they are working on. This program is structured to allow interns to take on a great deal of responsibility quickly and gain immediate exposure to senior leadership. Interns will be active players in helping make one of A&F's product categories successful for the upcoming seasons.

Candidates for the Corporate Internship Program in Merchandising need to be leaders in their schools. A strong analytical background as well as an eye and passion for clothing are essential to success within our corporate culture. We are looking for students who have a strong desire to pursue a career in retail after graduation and have a clear knowledge of our target customer. Eligible candidates need to have maintained a minimum 3.0 GPA and currently be in their junior year. SAT/ACT scores and cumulative GPA must be included on resume. All applicants must be authorized to work in the US and must not currently or at any time in the future require employment visa sponsorship. A&F does not sponsor employment visas for this position.