

Career Center

Undergraduate Example Cover Letter

Abigail T. Cheng

5234 Erwin Road
Durham, NC 27701
(919) 555-1234

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Ms. Jane Clifton
Vice President of Operations and Federal Relations
The Capitol Association for Internships & Academic Seminars
4567 M Street, NW
99th Floor
Washington, D.C. 20039-1234

Dear Ms. Clifton:

I am writing in response to the email from the National Internship Organization (NIO) regarding summer internships with The Capitol Association for Internships & Academic Seminars. As a junior at Duke University majoring in Political Science, I am very interested in applying my academic studies while gaining relevant skills. I believe the combination of my education and campus leadership roles make me a strong candidate for the internship.

As the Fundraising Committee Representative for Campus Life, I have demonstrated the ability to operate in a complex environment. My primary responsibility is to manage the \$20,000 operating budget by tracking purchases and ensuring timely payments to vendors. In addition, I have developed a volunteer recognition program to encourage members to participate in fundraising activities. This position has taught me budget management and how to contribute successfully to a team.

Balancing schoolwork, along with serving the community, has provided me many valuable lessons about multi-tasking and self-motivation. In addition to budgeting time for Campus Life responsibilities, I also delegate time for my academic commitments. These experiences have made me responsible and reliable—a combination that is highly valued at The Capitol Association for Internships & Academic Seminars.

I will call you next week to follow-up, and I look forward to talking with you to discuss my candidacy with The Capitol Association for Internships & Academic Seminars. Until then, if you have any questions, please email me at acheng@duke.edu or call me at 919-555-4321.

Sincerely,

Abigail Cheng

Abigail T. Cheng

enclosure

