Month, Day, Year

Recipient (if known and applicable)
Title of Recipient
Company Name
135 Address Street
City, State, Zip Code

Your Name
123 Address Street
City, State, Zip Code
Your Phone Number
Your Professional Email

Dear Mr./Mrs./Ms. (recipient last name),

In the first paragraph, be sure to introduce yourself and discuss why you are interested in interning with this specific firm. It is recommended that you include at least two or three well written sentences explaining why the firm's internship is of interest to you and how you are strategic fit with this firm, their mission, vision, culture, unique value proposition, etc.

In the second, it is recommended that you highlight your academic achievements, extracurricular activities that apply to the internship, volunteer experience, honors, and future career interests after you have graduated with your degree from Lincoln College. Discuss what specific and value-adding skill-sets you would likely bring to the company and what you hope to take away from the internship experience if you are brought on by this firm or organization. Feel free to include specific courses that you have completed at Lincoln College and the specific learning outcomes that directly apply to your firm of interest.

The last paragraph may be a great summary of why you are interested in this specific company and address why you feel you are a great fit. Be sure to include your contact information (phone number and student email address). Invite the reviewer to read your resume and thank him/her for their valuable time and consideration. After reviewing your cover letter, be sure that you fill the entire page and edit your spacing to create a visually appealing and balanced cover letter. It is recommended that you use an 11 or 12-point font for your cover letter. Be sure to double check your cover letter for spelling errors and grammatical errors that may include sentence fragments, punctuation errors, etc. Close your cover letter with strong interest, energy, and passion and the reviewer will likely take notice!

Sincerely yours,

Type your full name here