Month Day, Year

Specific Person (if known and applicable)

Company Name

135 Address Street

City, State, Zip Code

Student Name

123 Address Street

City, State, Zip Code

Dear Specific Person, Job Title, or Committee (if known and applicable):

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 (and third paragraphs), 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,**

*Be sure to sign your signature if you are mailing your cover letter or include a digital signature here. This little detail goes a long way!*

Student Full Name

**Lynx A. Lincoln**  
300 Keokuk Street, Lincoln Illinois 62656  
[Lynx.Lincoln@lincolncollege.edu](mailto:Lynx.Lincoln@lincolncollege.edu)  
(217) 555-1234

**Professional Summary***Add your summary here: The main goal of a professional summary is to make your most important skills and experiences immediately noticeable to hiring managers and to create a need for the hiring manager to want to read the rest of your resume. It is recommended that you personalize your professional summary to include the name of the company to which you are applying and why this company is of interest to you.*

**Education**

**Lincoln College, Normal Illinois** August, 2018 - Present

Bachelor of Science in Sport Management  Expected Graduation: May 2022

Summa Cum Laude   
GPA: 3.99 *(Recommended to list if higher than 3.0*)

**Illinois Valley Community College, Oglesby, Illinois**  August, 2016 - May, 2018

Associates of Arts in General Studies

GPA: 3.23 *(Recommended to list if higher than 3.0)*

**Work Experience**

**Job Title One (Most recent applicable job)** January, 2018 - Current

* Action verb and description of job skill or responsibility (*add descriptive metrics*)
* Action verb and description of different job skill or responsibility
* Action verb and description of different job skill or responsibility (*add descriptive metrics*)

**Job Title Two** August, 2016 - December, 2017

* Action verb and description of job skill or responsibility (*add descriptive metrics*)
* Action verb and description of different job skill or responsibility
* Action verb and description of different job skill or responsibility (*add descriptive metrics*)

**Job Title Three (Least recent applicable job)** May, 2015 - July, 2016

* Action verb and description of job skill or responsibility (*add descriptive metrics*)
* Action verb and description of different job skill or responsibility (*add descriptive metrics*)
* Action verb and description of different job skill or responsibility

**Honors, Achievements, and Extracurricular Activities**

* Member of Sigma Beta Delta (*Business Honors Fraternity at Lincoln College*): Inducted in 2021
* Vice Present of the Business Management Club at Lincoln College: Served from 2020 - 2021

**Additional Skills**

Proficient with Microsoft Office, IBM SPSS, Quick Books, and Adobe Creative Suites

**Professional References**

Full Name, *Designation if applicable (IE: MBA, Ph.D. etc.)*Relationship: *Former/Current Manager, Former/Current Professor, etc.*

Job Title

Full Company Name

123 Lincoln Avenue  
Bloomington, IL 61701

Email Address

Phone Number

LinkedIn Profile (If known)

Full Name, *Designation if applicable (IE: MBA, Ph.D. etc.)*

Relationship: *Former/Current Manager, Former/Current Professor, etc.*

Job Title

Full Company Name

123 Lincoln Avenue  
Bloomington, IL 61701

Email Address

Phone Number

LinkedIn Profile (If known)

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Relationship: *Former/Current Manager, Former/Current Professor, etc.*

Job Title

Full Company Name

123 Lincoln Avenue  
Bloomington, IL 61701

Email Address

Phone Number

LinkedIn Profile (If known)

**Special Note: Before you submit your resume to the Internship Coordinator, be sure to double-check the following:**

* Your dates align well with one another throughout your resume.
* Your resume does not have grammatical or spelling errors.
* Your addresses and phone numbers for your references are complete and accurate.
* You have reviewed the Lincoln College Guidebook to Building a Resume and have used action verbs throughout your resume.
* Be sure you have used the correct tense of each of your action verbs (past or present depending on your current and past employment positions).
* Used at least two to three metrics to illustrate scale and scope of your achievements.
* Deleted all additional notes on your resume template.