

CONNIE COATES

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Date

Recipient's name
company
address
address

Dear [specific named individual]:

As a University of Tennessee senior studying marketing, I am seeking an internship in which I can make a real contribution. My strong interpersonal skills and customer-service experience, as well as my desire to pursue a career in marketing, have convinced me that an internship with your organization is one in which I can add value.

Not only has my education as a marketing major provided me with knowledge and experience in key areas of interest to your firm, but with previous internship and school-project experience, I am confident I can distinguish myself from other candidates. Let me describe for you what sets me apart:

- As an intern, I have been consistently recognized and cited for providing excellent customer service.
- I've proven I'm goal-driven by engaging in several internships and expect to graduate with a high GPA and several honors.
- I have demonstrated my teamwork/group/interpersonal skills through extensive group work in my academic courses, and as an intern, contributing as an effective team player ensured the success of each individual and the companies I worked for.
- As an intern and a student, time-management skills are essential, and I've also called on my strong organizational skills and detail-orientation to juggle multiple tasks in a fast-paced environment.
- I have honed exceptional communication skills; both my oral and written communications emphasize detail, accuracy, and thoroughness.
- I have successfully applied marketing skills to promote the organizations for which I've interned.

More importantly, an internship with your firm would be mutually beneficial. Your company has an excellent reputation for quality, and I know that the combination of my strong work ethic, commitment, passion for excellence, and motivation to succeed will make me an asset. I can offer you an eager student with solid skills and a keen desire to continuously learn, as well as serve your firm and contribute to your marketing team.

Can we pursue this possibility further? I will call soon to verify that you received my resume, answer any preliminary questions you may have, and arrange an appointment to talk about an internship. I look forward to meeting with you to discuss how I can serve your company in an internship position.

Thank you for your time and consideration.

Sincerely,

Connie Coates

