

January 25, 20XX

Dr. E. Stiles
ACHIEVE Charter School
2222 Tremont Avenue
Boston, MA 01010

In your first paragraph clearly state who you are, why you writing and make a connection to the position to which you are applying.

Dear Dr. Stiles:

As a current undergraduate at Yale University, I write to apply for the ACHIEVE Charter School Summer Internship Program. I am drawn to ACHIEVE's focus on narrowing the achievement gap found in economically disadvantaged urban schools and am committed to the goal of empowering students with the educational foundation they need to succeed in their future endeavors. As someone who is drawn to interactive, collegial learning environments and seeks out opportunities to employ my research and communication skills, I feel I would be able to make a strong contribution to the ACHIEVE Charter School Summer Internship Program.

My strong commitment to ACHIEVE's mission of improving educational outcomes in urban school stems from my personal experience coming from an inner-city high school in Cleveland and attending Yale University. The inequalities in educational opportunities that I have seen between my high school and college classmates has instilled in me a passion to assist others in gaining access to a quality education, regardless of their financial status.

I have demonstrated this commitment through my volunteer experiences in high school and at Yale. Throughout high school I volunteered weekly at the local Boys and Girls Club after school program, where I tutored middle-school students in science and mathematics. I have continued my involvement with tutoring through the Yale TIES (Tutoring in Elementary Schools) program, where I individually tutor a fifth-grade student in mathematics and I co-teach a weekly after school science seminar for a group of 10 fourth-grade girls. Seeing the girls light up with excitement while participating in a science experiment or the student who has struggled with a mathematical concept finally understand what to do has been immeasurably rewarding for me. Beyond the rewards, these experiences have taught me how to tailor my approach to the students' needs and effectively communicate concepts to a group, skills I know would serve me well in the ACHIEVE internship.

I would value the opportunity to contribute to ACHIEVE through this internship and to learn more about the unique teaching methods being employed as part of ACHIEVE's curriculum. Thank you for your consideration and I look forward to hearing from you to discuss my qualifications in greater detail.

Sincerely,

Elaina Yale
203-222-3333
elaina.yale.@yale.edu

If you are unsure of the contact person's gender, don't guess. Contact the organization and inquire as to the appropriate salutation, or, if unable to obtain that information, use his/her full name in the salutation.

February 8, 20XX

E. Stiles, Managing Attorney
E. Stiles & Associates, PC
2000 Woodbridge Avenue,
Edison, NJ 08817

Dear Mr. Stiles,

As a rising junior in the Ethics, Politics, and Economics major at Yale University, I would like to apply for the law clerk internship at E. Stiles & Associates, PC, which I found through Yale's Undergraduate Career Services internship search engine. I am strongly interested in pursuing a career in criminal law and I believe that the opportunities and experiences offered with this internship will help guide me down this path. Furthermore, I believe my own project managing and leadership skills along with a lifelong interest in legal affairs will help me contribute greatly to your office this summer.

Provide quantifiable examples of how you have developed skills applicable to the position you are seeking.

I have developed and honed strong interpersonal and managing skills throughout my time at Yale. As the personnel manager of the Saybrook Orchestra, I have recruited for and helped to manage the 90-person orchestra, involving constant collaboration and compromising with various musicians and people. Furthermore, I served on the Secretariat for the 2006 Yale Model United Nations Conference, coordinating with over 1300 high school students and 150 faculty advisors spanning 15 states and 10 countries to run a four-day Model UN conference. Much of my experience with the Model UN conference involved responding to a myriad of concerns and being able to troubleshoot problems ranging from fee payments to schedule crises to instances of student disorderliness. All of these experiences have developed my ability to adapt quickly in dealing with a vast range of different people, an ability that will come in handy when I will be expected to deal with the variety of people ranging from clients to judges as a law clerk intern.

Furthermore, my interest in the law has been augmented through my participation in organizations such as the Yale Mock Trial team. For all of the significant differences between Mock Trial and the actual practice of the law, my participation has helped me to understand legal proceedings and rules of evidence more completely. I have also taken classes such as the political theory class Crime and Punishment that have to do with legal theory and practice, which has strengthened my determination to work in the field of law to gain firsthand experience this summer.

Thank you for taking the time to consider my application. I am enclosing my resume and I look forward to the opportunity to interview for this position. Please let me know if any additional information is necessary to help you come to a decision. I am sincerely excited about taking advantage of this opportunity!

Yours,
Eli Calhoun
PO Box 200000
New Haven, CT 06520
(203) 333-4444
Eli.calhoun@yale.edu

Use the concluding paragraph to reiterate your interest in the position and focus on the next steps (interview, follow-up conversation).

Organize your thoughts and determine what skills, attributes and experiences you want to focus on before you begin writing your cover letter.

February 17, 20XX

Timothy Dwight, MD MSc FRCS
Hospital for Special Surgery
535 East 70th St
New York, NY 10021

Dear Dr. Dwight,

I wish to apply for the Clinical Research Opportunity in Sports Medicine and Orthopedics at New York's Hospital for Special Surgery. I am a senior at Yale University majoring in Biomedical Engineering and will graduate in May of 20XX. My post graduate ambition is to attend medical school and establish a career as a physician specializing in sports medicine. Over the past four years I have gained significant experience performing research and volunteering in health related fields. Based on my background, experience, and skills, I am confident I will be a valuable addition to the Foster Center for Clinical Outcome Research.

My academic background has prepared me for this opportunity. I am enrolled in a rigorous academic curriculum with subjects ranging from Organic Chemistry to Multivariable Calculus to Advanced General Physics. The Biomedical Engineering program has adequately trained me in various skills essential to fulltime research. I have experience in data collection and analysis through projects such as cell imaging through electron microscopy and mechanical properties evaluation as a part of a mechanical engineering course. I am especially proficient in writing scientific papers and literature research as I spent a full semester learning how to properly compose literature reviews, research outlines, and grant proposals.

Through my exposure to a variety of biomedical engineering applications these past four years, I have developed a passion for research. For two summers as a research assistant at UCLA, I was involved in a study aimed to determine the cause of idiopathic pulmonary fibrosis. I synthesized cell scaffolds and cultured and split lung cells in an effort to study the effect of mechanical and chemical signals on individual fibroblasts. At Yale I have conducted research in the area of drug delivery. Since the summer of 2009 I have engaged in an independent project aimed to research the controlled release of protein and drug in the same delivery system. My Principal Investigator is confident that my research will be published. From these experiences I have garnered skills in research presentation and communication. I have also found that in this field, learning from others' experiences is as valuable a skill as the research performed. In working with graduate students and postdoctoral research fellows I have developed comfort and gratitude in receiving advice and constructive critique from those more experienced than me.

My extracurricular life has especially prepared me for an opportunity as a researcher for the Foster Center for Clinical Outcome Research. As a four year varsity athlete on Yale's Football team, I am exceedingly prepared in handling the collaborative group work research requires. I flourished in a team environment, verified by me being awarded the Woody Knapp Memorial Trophy for my leadership qualities and unselfish devotion to my teammates. I also have the experience of interacting with patients and doctors on a professional and personal level. I spent a summer caring for patients through a volunteer program at Yale-New Haven Hospital (YNHH) and this semester I am shadowing the chief of emergency medical services at YNHH. Although I have maintained a challenging course load and demanding extracurricular activities I have seen an upward trend in my grades. In my most recent semester I received a GPA of 3.74.

This research position is an amazing opportunity and I am confident that if accepted I will thrive and provide a positive contribution to the research team. Thank you for taking the time to consider my application. Please let me know if any additional information is necessary to help you come to a decision.

Sincerely,

Elton Yale
1000 Silliman Place
Pierson, CT 99999
(111) 111-1100
elton.yale@yale.edu

Why are you applying to that position? What specifically about that organization and that position appeals to you? Answering these questions in your letter will help you make a connection.

February 1, 20XX

Ms. Jane Doe
Executive Director
Old South Meeting House
310 Washington Street
Boston, MA 02108

Dear Ms. Doe:

As a sophomore at Yale University majoring in history, I am interested in the possibility of interning at the Old South Meeting House this summer. I would value any opportunity to shadow a curator, work on a project, or assist with the administrative details of the museum's operation. Based on my background and experience, I offer demonstrated project management, organizational, and administrative skills and a strong interest in the history of colonial and early America.

My role as editor of the Berkeley College Facebook requires me to establish goals and priorities and orchestrate the details of a major project. Managing the publications and distribution of over 500 books involves coordinating photo shoots and students and staff, collaborating with the Dean's Office to compile student biographical information, and serving as a liaison to the publisher to ensure a timely and smooth process. This past summer, I worked as an office assistant in the Office of Public Affairs at Boston University. This position demanded significant multi-tasking and administrative skills. In addition to updating media contact lists and distributing press releases to national media, I provided front-line administrative support for a fast-paced office of fifteen professionals, including fielding phone inquiries, receiving visitors, filing and faxing. The combination of my project management and administrative skills will allow me to contribute to a wide variety of museum projects as well as administrative needs on a daily basis.

A strong interest in colonial and early American history currently shapes my academic pursuits. As a freshman, I took Revolutionary American and am presently enrolled in The Colonial Period of American History. Since I was quite young, I have enjoyed visiting history museums, and was always mesmerized by objects from everyday life in the eighteenth century. Because the Old South Meeting House played such a pivotal role in the events leading up to the American Revolution as well as in the cultural history of colonial Boston, the museum and its collections are of particular interest to me. I visited the museum last summer and especially enjoyed its use of multi-media to engage visitors and make historic artifacts and events accessible in a modern and familiar context. I would especially enjoy working with and learning from experienced professionals at the museum who might share their knowledge and insight with me as I contemplate a career in the museum field.

In closing, I would be delighted to be a part of your team this summer. I am quite flexible as I will be in Boston for the entirety of the summer and am open to either a part-time or full-time position. If you would like to meet with me, I will be in the Boston area from March 8 through March 21. I will call you during the week of February 16 to inquire about the viability of scheduling a short meeting at a time that is convenient for you. In the interim, please do not hesitate to contact me at the number below. Thank you very much for your time and consideration.

Sincerely,

Elizabeth Yale
PO Box 200000
Yale Station
New Haven, CT 06520
(203) 555-2030
Elizabeth.yale@yale.edu

In a letter of inquiry clearly explain your interest in the organization, motivations for pursuing an opportunity with them, and the skills you have to offer.

At the end of your letter of inquiry, present follow-up options and set the stage for a future conversation.

Don't forget to include your contact information in case your cover letter gets separated from your résumé.

To avoid cluttered writing, strip sentences to their cleanest components and remove all words that serve no purpose. Examine every sentence to determine if it is adding value and promoting your skills; remove those that are not contributing.

PO Box 200000
New Haven, CT 06520
203.222.3333
ellis.yale@yale.edu

November 3, 20XX

Karyn Johnston
2 Canal Park
Cambridge, MA 02111

Dear Ms. Johnston:

I write to apply for the position of undergraduate consultant at the Monitor Group. I am a senior at Yale University, pursuing a degree in psychology. My academic program has given me a strong foundation in the study of people, from their neural circuitry to their motivations and beliefs, which informs my perspective on consumer behavior. I can bring to the Monitor Group's team a breadth of intellectual success, a record of teamwork and leadership, and a rich analytical background, all of which will enable me to evaluate critically the strategic considerations facing clients.

At Yale I have challenged myself in fields ranging from organic chemistry to esoteric philosophy and have achieved a 3.8 grade point average while maintaining heavy extracurricular commitments. However, a great deal of my growth has come from research I have pursued outside the classroom. I have worked closely with Yale School of Medicine faculty on research relating to Alzheimer's Disease, ever since my freshman year. I have been entrusted with a great deal of responsibility, from helping refine our statistical techniques to presently preparing manuscripts for publication – including one as first author. As a consultant for the Monitor Group, I would leverage my attention to detail and my experience in collaborating with professional researchers to add value to case team recommendations about corporate strategy. Since a business idea is only as useful as the clarity with which it is explained, my skills in public speaking, for which I have won awards in undergraduate competitions, will enable me to be an effective communicator for the firm.

The Monitor Group's ability to produce valuable recommendations for its clients depends on the talent and teamwork of its consultants. My leadership experience has given me the skills to handle unfamiliar situations and work with others to solve problems. From planning events as president of Davenport College Council to raising funds for a community youth program, my extracurricular endeavors have required that I learn both how to lead and how to follow. I am never daunted by a steep learning curve but I also know when I should ask for help. My experience as a leader in diverse fields will enable me to effectively and prudently tackle any research assignment I may encounter at the firm.

I am excited to bring to the Monitor Group a strong foundation for success in strategy consulting: my broad academic background, my conscientious ethic for research, and my teamwork and leadership experience. I look forward to speaking with you about my qualifications.

Thank you for your consideration.

Sincerely,

Ellis Yale

Use the same font on as your résumé, sized between 11pt and 12pt. One-inch margins are ideal, as they leave the reader room for notes. If extending your margins, make sure to go no less than .5.

Weave your academics, activities, and employment together to provide a complete picture of what you can bring to the organization.

March 28, 20XX

E. Yale
Chez Panisse Restaurant
1517 Shattuck Avenue
Berkeley, CA 94709

Dear Ms. Yale:

I write to apply for the internship at The Office of Alice Waters. I have long admired Chez Panisse for its pioneering role in the organic, local, and slow-food movement. The first cookbook I ever purchased was Alice Waters' *Art of Simple Food* and I would relish the opportunity to work for the person who taught me how to cook vegetables and visit farmer's markets. Given my desire to pursue a food-related career and interest in teaching others about the benefits of sustainable food, I would be a dedicated and enthusiastic representative for your organization.

During my two years as Cultural Chair and Co-President of the Taiwanese American Society, I organized events to teach others about Taiwanese culture through something that most people can relate to: food. Examples include cultural dinners and a twelve-course tasting event of authentic Taiwanese cuisine. In addition securing funds and coordinating logistics, I made the menus and oversaw the preparation of every dish. Additionally, I worked with the Yale Sustainable Food Project's Student Volunteer Coalition to propose and lead a "Kimchi Making" workshop open to all members of the Yale community. I have also given presentations to elementary students in New Haven about sustainable food and agriculture through my involvement with the Yale Environmental Education program.

In addition my interest in food, I also have the communication and organizational skills necessary to succeed in this internship. Through "Contemporary Food Writing," a seminar taught by award-winning food writer Mei Chin, I produced several different kinds of food writing such as chef profiles, restaurant reviews, culinary history, and recipes. I have also worked as Communications Intern at Headwaters Foundation for Justice, where I wrote and edited project reports and other publicity material. Additionally, I maintained the foundation's website by regularly updating content and reorganizing for easier navigation.

The internship would allow me to bring my skills to an organization whose mission I am passionate about and hope to contribute to. I am enclosing a copy of my resume for your review and would appreciate the opportunity to interview for this position. Thank you for taking the time to consider my application.

Warmly,

Ella Yale
PO Box 200000
New Haven, CT 06520
(202) 222-2222
ella.yale@yale.edu

Be genuine. False flattery and generic compliments will only leave the reader questioning your interest and sincerity.

Read your paragraphs aloud. Does your writing sound like something you would naturally say in a professional conversation? Does it flow well?

June 15, 20XX

ABC Employer
Art for the Community
1111 Eighth Avenue, Suite 111
New York, NY 10000

Dear Ms. Employer:

Please accept this letter and enclosed résumé in application for the position of Program Assistant. I graduated from Yale University in May 20XX with a B.A. in Art History. At Yale I was fortunate to have worked at the Yale Art Gallery, where I was able to interact with children and adults from New Haven in an art and educational setting. I am excited at the prospect of doing so again with Arts for the Community and am confident my previous experiences would prove valuable to the Program Assistant position.

As a facilitator for the Yale University-sponsored program *Artful Tales*, I developed three-hour workshops for groups of children (ages 5 to 8). Based around a theme, each session included a story, brief tours/discussions in the gallery, and the completion of creative hands-on craft projects. After working mainly with middle- to upper-class suburban children with extensive exposure to the arts, I realized that the lack of arts education in New Haven Public Schools was tremendous. Working with another peer, we co-founded a program entitled *Adventures in Art*, the goal of which is to bring art to children who have had little chance to develop their creativity. *Adventures in Art* allows Yale students to create a three-week block of sessions (for children ages 7 to 12) that culminates in a field trip to the Yale Art Gallery. Each one-hour lesson consists of a presentation/discussion of a specific theme and an art activity. I would be happy to provide a copy of a sample lesson plan.

As a cofounder of *Adventures in Art*, I was responsible for meeting with school officials to organize program times, discuss the curriculum, and arrange the field trips to the Yale Art Gallery. I also worked with an artist-in-residence to create and execute the original art activities we used during the sessions. Other responsibilities included gathering student volunteers and teaching class sessions. Having volunteered as a teacher's assistant in an elementary school in Spain, I am also comfortable interacting with children in a classroom setting and am fluent in Spanish (speaking, reading, and writing).

Working as the Campus Loan Assistant in the Registrar's Office of the Yale Art Gallery, I acquired the computer and organizational skills necessary for organizing and running an art program. My tasks included the generation of condition and inventory reports, the movement of art objects, and frequent correspondence with curators and Yale staff. I maintained the loans to over 115 sites on campus and am able to handle multiple tasks and responsibilities. I am proficient in the use of Microsoft Office tools as well as Excel and TMS, the art gallery database.

The excitement of making works of art accessible and enjoyable to children and adult members of the public is what inspired me to become involved in arts education. I am confident in my ability to contribute both my experience as well as my enthusiasm for the opportunity to learn more about how to educate others about the arts. I look forward to hearing from you.

Sincerely,

Ellie Yale
(203) 203-2222
ellie.yale@yale.edu

Avoid clogging your paragraphs with clichés, catch phrases and SAT vocabulary words not used in everyday conversation - keep your writing simple.

March 10, 20XX

Jane Jones
Internship Coordinator
Literacy Volunteers of America
1111 Main Street
Anytown, CT 06060

Make sure your energy, enthusiasm and confidence come through in your writing.

Dear Ms. Jones:

As a rising sophomore at Yale University I write to apply for the Adult Literacy Programs Internship at Literacy Volunteers of America. I am drawn to your emphasis on going beyond basic literacy instruction to include programs for intermediate and advanced level learners, public speaking instruction and computer literacy courses. I am excited at the prospect of assisting in the range of programs offered by Literacy Volunteers of America and am confident that my solid foundation of organizational and communication skills would allow me to contribute to your outreach and expansion efforts.

My commitment to adult literacy stems from four years of volunteering with America Reads. With America Reads, I spent one year as an instructor, co-facilitating literacy instruction classes for new program volunteers. In my first three years of volunteering, I tutored two different adults, both recent immigrants from Mexico with basic Spanish literacy but minimal ability to read or write in English. This experience not only strengthened my Spanish language skills, but gave me a greater appreciation of the impact literacy programs make on individuals, families and the community.

I have developed my organizational skills through a variety of leadership roles in volunteer and extracurricular activities. During my time as an AIDS Walk Volunteer Coordinator I recruited over 100 volunteers to assist with setting-up and staffing the day-long fundraising and AIDS awareness event. Additionally I served as liaison between three volunteer activity committees and the event management staff. During the event, I served at the volunteer check-in station, where I oversaw the rotation of nearly 1,000 volunteers to various stations where support was needed most. This experience not only developed my organizational skills but taught me the flexibility and adaptability necessary when coordinating the efforts of large groups of volunteers, valuable skills that I will bring to the Adult Literacy Programs Internship.

I am ready to expand my experience in adult literacy and utilize my organizational and leadership skills to assist with your program expansion. Additionally, I am eager to employ my language and communication skills to contribute to Literacy Volunteers of America's community outreach efforts. Thank you for your consideration and I look forward to hearing from you.

Sincerely,

Ellen Yale
PO Box 200000
New Haven, CT 87000
203-222-2222
ellen.yale@yale.edu

Avoid telling the reader what you don't have - focus on the transferrable skills and experiences you do have.

Your cover letter should fit easily on one page, with some empty space on the page. If your cover letter is too long or too dense you run the risk of it not being read.

February 10, 20XX

John Jones
Human Resources Recruiter
Random House Publishers
1340 Broadway
New York, NY 10000

Dear Mr. Jones:

I am currently a senior at Yale University seeking a full-time position with the Random House Associates Program. I am excited and appreciative of Random House's fierce dedication to respecting artistic independence and commitment to developing new technologies for the publishing industry; yet what initially attracted me to the opportunity to be involved with Doubleday Broadway and Knopf Publishing Group, imprints whose books I relish reading. I have grown up amidst the words of Margaret Atwood and have savored Bill Bryson's colorful accounts of his adventures in the woods and the world. The Associates Program especially appeals to me as I would appreciate time to explore various facets of the publishing industry before committing myself to a specific department. Eight years of experience in high school and college newspaper journalism have instilled in me a healthy respect for the printed word and for the word that it takes to transform ideas into finished texts. I have the necessary experience, ambition, and love of books to contribute significantly to the world of Random House.

My work as an editorial intern at Psychology Today magazine, during which I wrote four nationally published articles, exposed me to the daily routines of magazine journalism. In my amateur newspaper journalism experience I often devoted as many hours a week to my work as I would have committed to a full-time job. Through my various editorial positions at the Yale Herald I have learned how to thrive under pressure, meet deadlines, communicate with coworkers and business affiliates, function as part of a cohesive team, and conduct effective interviews with professors, students, researchers, and other professionals. These skills coupled with a proficiency in word-processing, internet research, page design, and layout make me particularly well suited for work in the publishing industry.

My leadership experience as a newspaper editor was augmented this past summer by a month-long backpacking course with the National Outdoor Leadership School (NOLS). The curriculum focused on instruction in wilderness leadership skills, and for the duration of the month I worked closely with the other students on my trip to accomplish tasks such as planning routes and navigating through off-trail wilderness. Toward the end of the course I was chosen as one of two student leaders of a three-day-long, off-trail traverse in the Olympic Mountains, independent of our two instructors. In the mountains I cooperated with others out of inclination, necessity, and shared purpose. The experience imparted to me invaluable skill both in the task of leading and in the necessary compromise that is essential to working on a team.

I am excited about becoming part of the process by which rough drafts travel to bookstore shelves and finally into my own hands. I am confident in my ability to contribute to Random House, and have enclosed my resume for your review. Thank you for your consideration.

Sincerely,

Elly Yale
P.O. Box 200000
New Haven, CT 06520
(203) 203-2222
elly.yale@yale.edu

Your cover letter provides a forum for you to explain how skills developed in other settings will be useful to the employer and allow you to contribute to the position.

E. Lynn Yale

1122 Elm Street, Apartment 3A
New Haven, CT 06520, United States
(203) 210-2100 ♦ e.lynn.yale@yale.edu

January 15, 20XX

Judith Wood
Sunday Times
1 Pennington St.
London E98 1XY
United Kingdom

Your cover letter should not simply restate your résumé; employers have read that. Use this opportunity to give them new information. What else do you want them to know about you?

Dear Ms. Wood:

I write to apply for a summer work-experience position at the *Sunday Times*. I plan to enter the newspaper industry in London after I graduate, and working at the *Times* would be my first choice. I read the *Times* as often as possible for its high-quality, original reporting and, given my enthusiasm, diligence, and editorial experience, I would provide a fresh perspective to the newspaper.

My time with publications such as the *Yale Record* and especially the *Yale Herald* has given me valuable experience in print media. Having worked at the *Herald* as a copy editor, staff writer, section editor, managing editor, and now editor-in-chief, I have exposed myself to a variety of responsibilities and challenges. I understand the pressures of writing and editing under deadline, I can give and receive orders, I can write and edit articles in different tones, styles, and genres, and I can work with and lead a group. I also know how to limit myself, such as when to stop working on an article or when not to make an edit. Most important, I have learned that I enjoy working in a creative journalistic environment, in both an editing and a writing capacity. The two inform each other and, since I enjoy and practice both, I feel in a capable position to pursue them equally.

My studies, too, are preparing me to pursue print journalism. As a member of the Writing Concentration in the English major, I take one writing class each semester, meet with working writers, and will create an extended final writing project. The concentration provides the theoretical counterweight to my practical experience with the *Herald*: through writing classes, I can practice the craft of long-form journalism, with more time, more revisions, and more word length than a weekly newspaper can allow.

For these reasons, I know I would both learn from and contribute to the *Sunday Times* as an intern. I would relish the opportunity to work for you this summer. Enclosed is a copy of my résumé for your review. Thank you for your time, and I look forward to hearing from you.

Regards,

E. Lynn Yale

Varied sentence structure and a clean flow of ideas will help you keep the reader's attention.

Whenever possible address your letter to a specific person.

- Contact the organization to inquire to whom you should direct your letter or the name of the position supervisor/department head.
- Access the company website to try and find specific contacts.
- Check the Yale Career Network or LinkedIn for potential alumni contacts.
- Check the Peer Networking List for contacts.
- Check the OCS employer database for contacts.

February 11, 20XX

Jill Austin
The Abernathy MacGregor Group
501 Madison Avenue,
New York, New York 10000

Dear Ms. Austin:

I would like to apply for the summer internship program with the Abernathy MacGregor Group in your New York office. Your company's vision of streamlining corporations pulls together many aspects of the commercial arena that are of interest to me. Classes that I have taken this year as a freshman at Yale, such as micro and macroeconomics, have given me a better understanding of market mechanics and consumer preferences. I have become adept at tracking economic behavior on the internet and am working on anticipating market activity. I am eager to learn how this is done on a professional level.

My extracurricular activities at Yale have been focused on communications. As a member of the debate team I am constantly learning how people view various topics and strategically talking my way through conflicts. For both the debate and the Model United Nations teams I have been responsible for organizing tournaments and conferences, which has required extensive communication and efficiency skills. Through my position as alumni coordinator and fundraising representative for Model United Nations, I have developed strong interpersonal skills.

I was exposed to the executive arena and gained a sense of the public's tastes and responses via my work with Ellsworth International Public Relations. My internship there involved researching consumer reaction to new marketing techniques, making pitch phone calls, drafting press releases, coordinating and working at promotional events, and participating in brainstorming meetings. I also led six interns in a mock public-relations campaign where we developed ways in which a large client might increase its share in the market. This presentation taught me how to use PowerPoint and create an appealing presentation. After several weeks at Ellsworth I was able to assist in many sectors of the company and help out wherever there was an overflow of work.

My experience writing articles for the *Yale Daily News* provided me with strong writing skills. I learned which details were appealing to the public and discovered how to condense information. My writing-intensive classes, such as English and political science, have furthered these abilities.

I am delighted at the prospect of applying my skills and experience to the challenging work of the Abernathy MacGregor group. I enclose my resume and look forward to the opportunity to interview with you in the near future. Thank you for your consideration.

Sincerely,

Ali Yale
P. O. Box 200000
New Haven, CT 06520
(203) 203-2222
ali.yale@yale.edu

Editing is an essential part of developing a strong cover letter. Give yourself time to have your materials reviewed and to make revisions.

September 30, 20XX

Jane Smith
Deloitte Consulting
55 East 54th Street
New York, NY 10000

Dear Ms. Smith:

I am applying for the Summer Intern position posted with Yale Undergraduate Career Services. I am currently a junior at Yale, where I am pursuing Bachelor of Science degree in Mathematics. The Summer Intern position is of great interest to me because of its emphasis on problem solving and client interaction. As is apparent from my transcript, I have great interest in problem solving of all types and have sought out challenging analytical coursework in a variety of departments including mathematics, computer science, and economics. I have also had the opportunity to develop many of the "soft skills" that an analyst needs through my work as a counselor, tutor, and martial arts instructor over the past three years, and through my long tenure with the Boy Scouts, which continues to this day.

Deloitte's focus on improving client profitability while maintaining integrity and personal values, as well as the firm's many non-profit clients, leads me to believe that I would enjoy a position with the company. Also, Deloitte's many offices around the globe open the possibility of working in a variety of exciting and demanding environments worldwide. Though my first preference would be to work in New York, I am also intrigued by the possibility of working in London, Dublin, or Tokyo.

In addition to my coursework I have been involved in analytical research over the course of two separate summer internships. The first, with the Brain Research Institute at UCLA, involved using computers to examine the human genome. My research scrutinized vast amounts of data looking for unknown genetic sites related to the neurotransmitter protein that my lab studied, gamma amino butyric acid. In the end, I provided statistical proof that all sites related to the processing or production of this protein had been discovered and that the lab could therefore move ahead in its research without fear of missing a piece of the puzzle.

My second research project was conducted through the Yale Computational Linguistics Laboratory and Professor Samuel Li. I worked independently over a period of ten weeks, improving a program that I had written during the academic year. The program broke down large written documents, including novels, in order to learn words and functional word-pieces (morphemes) on its own. After reading the text, the program tried to break new words into their functional pieces using what it had learned. By August, my program competed in effectiveness with a similar program developed by tenured professors at Carnegie Mellon University.

I am confident that my quantitative skills will enable me to be extremely effective as a Summer Intern, and am delighted by the prospect of working at a firm as respected as Deloitte. I enclose my résumé and would very much appreciate the opportunity to discuss my experience and qualifications, as well as answer any further questions. Thank you for your attention.

Sincerely,

Elihu Yale
P. O. Box 200000
New Haven, CT 06520
(203) 203-2222
elihu.yale@yale.edu

September 21, 20XX

Jane Smith
McKinsey and Company
55 East 55th Street
New York, NY 10055-5555

Dear Ms. Smith,

I write to apply for the position of Business Analyst at McKinsey and Company. After doing extensive research and speaking with James Johnson at the Yale Career Fair and McKinsey information session, I was impressed by McKinsey's emphasis on the culture of growth, and am convinced that my background in consulting, my diverse skill set and personal values complement your company's vision and the demands of the position.

At Yale, I have cultivated strong analytical skills by pursuing a major in engineering and strong communication skills through a concentration in rhetoric within the political science major. Though diverse, these skill sets were crucial to meet the high demands of my work with DePino Associates, a political and business consulting firm. At DePino, I worked with clients from various industrial sectors on marketing campaigns, grassroots campaigns, and strategic business development projects. One of the most rewarding projects consisted of developing a strategy with a team of two associates to promote municipal aggregation systems at the state level for an energy contractor. Our strategy included three main stages, all of which I was heavily involved with. The success of the first three stages paved the way for taking our client to a fourth stage, where we pushed to mobilize higher level politicians and consequently garnered support from two mayors. I wrote press releases for both mayors, expressing their support which made legislators sympathetic to our cause. Given the success of this project, I was later hired by Chris DePino, the firm's CEO, and worked on projects with clients from the healthcare, arts, and energy industries. Working on these projects developed my client relation skills, pushed me to learn how to take initiative as part of a team, and challenged me to retain flexibility to be a successful strategic problem solver.

My work and involvement at DePino, furthermore, fostered problem solving skills that helped me develop Urban Fellows, an organization I run at Yale. After becoming President of the organization, I interviewed and selected applicants as new fellows and brainstormed with existing fellows about changes that could be made to the organization to make it more meaningful to them. I subsequently worked to meet these demands by securing popular speakers to lead a series of workshops on grant writing, political organizing, lobbying, and city administration. Additionally, I collaborated with the fellows on a marketing project to advertise a panel led by the CEO of the Connecticut Conference of Municipalities on the local repercussions of Obama's economic policies, attracting over fifty students to the event. I am currently working on various initiatives – a website, blog, and evaluation database for agencies and for fellows – but my involvement has shown me the value of constant feedback and the importance of initiative.

McKinsey prides itself on impact, choice, and growth as a cornerstone of setting itself apart from its competitors. It is the culture of growth that most attracts me to McKinsey. I share a commitment to professional development, hard work and growth, and as a result have sought out activities, work and courses that have challenged me to develop public speaking, leadership, critical thinking and problem solving skills. I believe McKinsey will further allow me to develop in all of these arenas and challenge me to explore and progress in different ones. Thank you for your consideration.

Sincerely,

Emma Yale
555-555-5555
emma.yale@yale.edu

January 20, 20XX

J. Calhoun, MD
Eating Disorders Clinic, Columbia University Medical Center
1000 Riverside Drive
New York, NY 10032

Dear Dr. Calhoun,

As a Senior at Yale University, I write to apply for the position as a research assistant. In May I will graduate from Yale with my B.S. in psychology and will be looking to relocate to New York to continue accruing research experience. Having worked with patients who suffer from various forms of psychopathology, I am interested in gaining more experience with an eating disorders population. I believe that my extensive research experience and my familiarity with clinical populations will make me an excellent addition to your research team.

When I was thirteen, my best friend was diagnosed with and hospitalized for anorexia. I decided to become a psychologist someday so I could help people like her; eight years later, I am still on that course, although my research has familiarized me with additional populations. Over the course of my undergraduate career, my work with Drs. Treat, Santos, and Nolen-Hoeksema has exposed me to research with both human and non-human primate subjects. Each experience taught me something different: from Dr. Treat I gained insight into the ways in which cognitive science and clinical psychology can be combined to answer some of psychology's most perplexing questions, as well as how to interact with subjects so as not to compromise neither their well being nor the study; from Dr. Santos I learned how to develop creative research methodologies when working with non-human primates species; and from Dr. Nolen-Hoeksema I learned how to identify research questions and execute a study from beginning to end. Together, my mentors have helped me become a well-rounded scientist, capable of both working under another's direction and of being an independent thinker. My undergraduate research experience culminates this year in my Senior Project, an original study investigating lay causal theories of mental illness. This project offers me the opportunity to see a study through every step of the research process, from conducting a literature review, to generating novel hypotheses, writing a formal proposal, and analyzing and interpreting the data. I believe this project will cement all that I have learned thus far and make me an asset to your team.

In addition, my exposure to clinical populations makes me well suited for this position. It is rare for an undergraduate to find opportunities to work with mental health consumers directly, however I have been fortunate enough to find several such experiences during my time at Yale. The most notable of my experiences is a two-semester course I am taking this year entitled "Clinical Psychology in the Community." As part of the course, I have a practicum at the Riverview Hospital for Children and Youth in Middletown, Connecticut. In the classroom, I refine my helping skills; in the field, I use these helping skills with adolescent inpatients in a school setting. This experience will enable me to work sensitively with persons with serious mental illness while still fulfilling my duties as a scientist at your institution.

My commitment to this cause and my extensive experience make me well qualified for this position. I am excited by the possibility of working with committed and innovative scientists as you and your team. Thank you for considering my application, and I look forward to hearing from you.

Sincerely,

Erin Yale
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