Sample Cover Letter 3

Copy heading from your resume

January 1, 201xx (use current date)

Name
Title
Company
Address
City, State Zip

Dear Ms. Clayton: (If you don't have the name, use Dear Hiring Manager:)

As a second-semester computer science major in the ABET-accredited program at Alabama A&M University, I am writing to apply for the internship position with xxxxxx. Your organization's reputation as a pioneer in STEM and your commitment to innovation and community service align perfectly with my interests, experience, values and career goals.

As my resume shows, I have successfully completed coursework and programming in C++. My mastery of this language provided a solid foundation upon which I will learn and apply new skills. As a member of the Computer Science Club, I have had the opportunity to work independently and with my classmates on various projects, including programming a robot to wash dishes. This project was presented during STEM DAY 2017, and our team won second place in creative programming.

I am excited about securing my first internship and would be honored for work for xxxxxx. I welcome the opportunity to talk with you about ways that I can add value, and how I might fit with your team. Thank you for your consideration. I look forward to hearing from you at xxx@aamu.edu edu or at (256) 444-1234.

Sincerely,

Take a picture of your signature on clean white paper (use a fine point black Sharpie) and insert the jpg of your signature here

Type your full name here

Enclosure