

# Sample Cover Letter

September 12, 2018

John D. Smith  
Human Resources Manager  
Mom's Marmalades, Inc.  
123 Main Street  
New York, NY 10000

Dear Mr. Smith:

I was thrilled when Tom Townsend, a mutual friend, suggested I write to you about opportunities at Mom's Marmalades. As a self-starter who's already had some strong experience as an entrepreneur, I'm interested in a marketing internship with your company.

I am hardworking and analytical and I like taking initiative. In the past year I have accomplished a lot:

- Received one of only three prizes in school science fair
- Worked weekends two years straight as a telephone call center representative
- Managed a small online bookstore that grossed over \$600 in sales in four months

I've always believed in the quality of your jams and have enjoyed them since I was seven years old. I would love to be a part of the specialty foods business, especially at Mom's Marmalades.

Enclosed, please find a copy of my résumé. I will give you a call next week to see if we could set up a time to discuss my becoming a part of your company for the summer. Feel free to call me at (212) 555-5555 or send email to [jhiggins@mail.com](mailto:jhiggins@mail.com).

I look forward to speaking with you soon.

Sincerely,

A handwritten signature in black ink, appearing to read 'Joe P. Higgins', with a stylized flourish at the end.

Joe P. Higgins