

NO EXPERIENCE COVER LETTER

Rodney Ram

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November 23rd, 2023

Hiring Manager
Greater Richmond Partnerships, Inc. (GRP)
901 E Byrd St. #801
Richmond, VA 23219

Use a colon (:), not a comma (,) in a business letter

If possible address the hiring manager by their name

Dear Hiring Manager:

Identify the position, where you saw the posting advertised (optional), and cite 2-3 skills from your education and/or experience that match the qualifications

Give a concrete example(s) that align your experience with what the company is looking for based on the job description

I am writing to express my interest in the Economic Development Research internship posted on Handshake on November 2nd, 2021. As a senior studying economics at Virginia Commonwealth University (VCU), I am on track to earn my Bachelor of Science in Economics in May 2022. I have performed economic analysis and researched economic sources for papers, presentations, and debates. As a dedicated student in my field of study, I am confident that I would be an ideal candidate for this internship.

In my previous role as a program assistant, I often assisted with researching for speakers that were tailored to the upcoming events for the leadership programs. By performing this task, I became equipped with proficient research skills. As a program assistant, I created graduation PowerPoint presentations from scratch and updated information as needed. As a leasing consultant and e-commerce intern, I became capable and comfortable with Microsoft Word and Excel. In my role as an e-commerce intern, I worked with large data sets where I was tasked with cleaning up data and customizing spreadsheets to build products on Amazon.

Conduct research on the company and show interest in them

Double - space in between paragraphs

As someone who grew up in the Richmond area, I identify with your mission statement "to aggressively generate economic opportunities that create quality jobs for residents in the region..." Economic development is one of my favorite subfields to study, and gaining this role would allow me to support a notable organization and contribute my skills in a real-world setting. I am very interested in discussing this opportunity further. Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Reference why you're interested in the company and position

Show appreciation to the reader for his or her time and consideration

Request an interview and suggest an action plan for next steps

Rodney Ram

SOME EXPERIENCE COVER LETTER

RODNEY RAM

Alexandria, VA | 804-XX3-5678 | raram@vcu.edu | www.linkedin.com/rodneymar

March 5, 2023

Andrew Jones, Human Resources Director
The Smithsonian National Zoo and Conservation Biology Institute
3001 Connecticut Avenue, NW
Washington, DC 20008

Dear Mr. Jones:

Use a colon (:), not a comma (,) in a business letter

If possible address the hiring manager by their name

Identify the position, where you saw the posting advertised (optional), and cite 2-3 skills from your education and/or experience that match the qualifications

Give a concrete example(s) that align your experience with what the company is looking for based on the job description

I am delighted to submit my application for the Marketing Specialist Internship (Summer 2022), which I found on Handshake. As a junior at Virginia Commonwealth University (VCU) in Richmond, VA, I will earn my Bachelor of Science in Marketing with a concentration in Marketing Communications and Analytics in May 2023. Additionally, I am completing a Media Studies minor. I believe my academic studies and prior experiences make me an ideal candidate for your position.

Double - space in between paragraphs

According to your job description, I noticed you are looking for someone with social media experience. Last summer, I volunteered at the Philadelphia Zoo. In managing the Zoo's Instagram account, I took pictures of the new panda and Great Barrier reef exhibits and kept the public informed of the Zoo's daily activities. It resulted in over 50,000 new followers in less than 2 months. As you seek to further expand the National Zoo's brand, my additional knowledge of Twitter and TikTok, showcases my ability to help you achieve this initiative.

Conduct research on the company and show interest in them

As a lifelong visitor to the National Zoo, I am a firm believer in its educational and cultural value. I identify with your mission to preserve endangered species and protect global diversity. During my freshman year of college, I took part in your summer institute where I learned more about efforts to raise conservation awareness. It is another reason why I am excited about this internship. I welcome the chance to speak with you in person and share how I can be an asset to the Zoo's communications team. My passion for animal education and conversation plus my previous experiences allows me to make an immediate contribution as the Communications Summer Intern. Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Reference why you're interested in the company and position

Show appreciation to the reader for his or her time and consideration

Request an interview and suggest an action plan for next steps

Rodney Ram