

Cover Letter Example

Jane Doe

Nowhereville, IN 46265 | jrdoe@gmail.com | (888) 888-8888

Dear Ms. Jones,

I am writing to apply to the position of Community Outreach Intern for Nowheresville County Parks Department, as advertised on the Ascend Network. I was introduced to this position after a conversation with my recruiter, Alex Smith, and wanted to express my interest with you. I am a current student at the State University School of Public Affairs, and I am confident that working with the department would be a unique opportunity to align my experience, passions, and mission and allow me to engage with my county and work to bring about meaningful change.

I am confident that working as an outreach intern for Volunteers in Medicine of Anywhere County has prepared me for the work I would do with the Nowheresville County Parks Department. As an outreach intern, it was not only my job to inform the community of the free medical services the clinic offered to those who did not have or could not afford medical insurance, but also to build community partnerships to increase volunteerism and fundraising. During my 9-month internship, I worked with the community to forge partnerships between the clinic and local business and campus groups. My work resulted in the long-term partnership between Volunteers in Medicine of Anywhere County and the State University's Volunteer Club, which still stands strong today. The first year of this partnership developed the now annual VIM Fun Run 5k, which, in its first year, raised over \$2,500 for medical services. I'm proud of this work and the self-motivation it took to achieve these goals.

I'm inspired to work with your department because of not only my personal connection to the Nowheresville County, as a born and raised resident, but also because I'm excited to put my education into practice. After taking courses like Nonprofit Management and Leadership and Human Resource Management, I'm eager to put concepts like, strategic stakeholder engagement and program evaluation and outcome assessments, to the test and engage the Nowheresville County community with events and opportunities the department undertakes.

The Community Outreach Internship for Nowheresville County Parks Department is a unique summer opportunity for me to continue the community outreach work I am passionate about. Thank you for your time and consideration. If you have any questions or want to discuss further, I can be reached via email (jane.doe@gmail.com) or phone (888-888-8888). I look forward to hearing from you soon.

Sincerely,

Jane Doe

Using the same header as your resume is not only a good way to maintain uniformity among your documents, but it's also a good space saver.

If possible, address the letter to a specific person in the organization. If you don't know who will be viewing the letter, address it to Recruitment Team, Hiring Manager, etc.

Begin your letter with a clear purpose. Be sure to include the full title of the role you're applying for.

Share how you heard about the position. If relevant, include any mention of mutual connections.

Share briefly why you are interested in the role/company.

Discuss real experiences you have had that relate to the specific job. This may change in each letter, but it is important to share your most relevant experience for each position.

Don't simply list list the duties you had in a previous job. Discuss how your work made an impact on the organization.

If you include academic experience, don't just list the names of courses. Pull out key elements from classes relevant to the open role.

Thank the recipient for their consideration and include contact details again.

SAVING DOCUMENT

Save in PDF form to ensure formatting and content show up exactly as planned when you submit the document.