

Sample cover letter for internship

777 W. Harrisburg Pike
Middletown, PA 17057
September, 6 2007

Mr. Ed Loans
Pennsylvania SERS
30 N. Third Street, Suite 150
Harrisburg, PA 17101-1716

Dear Mr. Loans:

I am interested in the position of Investment Intern you have listed on your website. I have discussed the position with a former intern, John Doe, and feel my experience with equity valuations, stock research, and strong communications skills qualify me for the position.

While attending the Pennsylvania State University, I have worked with a team of students to begin a student run portfolio. Acting as the lead analyst for Energy and Basic Materials, I performed due diligence on several companies within my sector. I have recommended two companies that were approved and added to our portfolio. My twenty seven credit hours in courses related to finance, economics, and accounting including courses in advanced corporate valuation and portfolio analysis have given me a strong basis with which to contribute to your investment staff.

While learning more about SERS, I reviewed your mission statement and share many of the same values. Integrity is paramount when managing others' retirement assets. In today's financial climate, one must be forward thinking and prepare to strategically invest in order to take advantage of economic conditions. I have demonstrated leadership ability through my work in initiating a new commission structure for ABC's sales representatives. Lastly, I develop and empower others while acting as a peer tutor for the Pennsylvania State University.

Due to my educational background and work experience, I believe I would be an excellent candidate for your Investment Intern position. I would welcome the opportunity to talk with you about my qualifications and will phone you next week to initiate setting up an appointment. Thank you for your consideration.

Sincerely Yours,

James A. Student

Encl. Resume