

Ida Intern

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Today's Date

Mr. Jonathon Saunders
Manager
Target Stores, Inc.
1212 33rd Street
Norfolk, NE 68701

TIPS:

- Cover letter should be sent with resume.
- Use Arial or Times New Roman Font, size 12 (should match resume)
- Top margin and side margins should be 1 – 1 1/2 inches.
- Final draft should be printed on paper matching the resume (20-24 lb).
- Use positive, upbeat statements.
- Avoid starting several statements with “I”.
- No longer than 1 page, write concisely.
- Keep a copy for your records.

Dear Mr. Saunders:

Please accept this letter of interest for a summer internship with Target. Your store has an excellent reputation for customer service and product quality, and I would be honored to be a part of your team.

Currently, I am a junior at Wayne State College majoring in Business Administration with a concentration in Management. Throughout my academic career, I have taken introductory and advanced courses in management styles and strategies. This background has prepared me well for an internship. In addition, my work experience in retail has strengthened my ability to deliver excellent customer service. My enclosed resume further highlights my qualifications.

In closing, I am very eager to learn and gain experience in the management field. I will contact you the week of [date] to discuss the possibility of an interview. In the meantime, if you have further questions, please feel free to contact me at (402) 375-0000.

Thank you for your time and consideration.

Sincerely,

[Your Signature]

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Enclosure