

SAMPLE COVER LETTER - EMAIL FORMAT

Use short paragraphs to highlight specific skills and experience

After mentioning your referral, make a strong statement about why the person should continue reading your letter

Full-time Marketing Position Inquiry

mary.domer@underarmour.com

Full-time Marketing Position Inquiry - Mary O'Connor

Dear Ms. Domer:

I recently learned of Under Armour's full-time positions through Ms. Bridget Kibbe, a Director at Notre Dame's Center for Career Development, and I am very interested in this opportunity. My previous corporate internship experience, extra-curricular activities, competitive drive, and passion for athletics make me a strong candidate for this position.

While working as a business analyst intern for Target Inc. this previous summer, I developed several important skills required by this competitive corporate setting: fast-paced learning, dedication, creativity, and the ability to work as part of a team. Through partnering and individual critical thinking skills, my intern team presented an actionable inventory strategy to the division upon completion of the internship.

As an intern in Liz Claiborne's International Marketing Division during the summer of 20XX, I worked with several cross-functional teams. These interactions were the most rewarding experiences of this internship, giving me the opportunity to effectively communicate with, and learn from, a diverse group of professionals.

Serving as the Director of Marketing for the Student International Business Council has given me the opportunity to explore my interests while applying classroom skills to real world business modules. In this challenging leadership position, I successfully led marketing projects with major companies, developing strategies and providing market research for future implementation. Through these experiences, my interpersonal skills, specifically my presentation and communication abilities, have been strengthened. With focus, time management, and determination, I have also maintained an accomplished academic record at Notre Dame.

Becoming a part of Under Armour and representing the brand preferred by today's athletes is an exciting opportunity. I look forward to discussing Under Armour's full-time positions with you at a later date. Thank you for your time and consideration.

Sincerely,

Mary O'Connor

(555) 555-5555

<http://www.linkedin.com/in/moconnor>

It is acceptable to leave closing open-ended, but generally better to retain control by asking for a specific appointment

Send

