

Creating *the NOW*



Sample Cover Letter

June 1, 2014

Creative Products Company
Albuquerque, NM 87111

Your online ad for a paid intern with the potential of growth within your company is very interesting. Researching your company on the internet, I find Creative Products to be very community oriented and shares many of my values and goals.

Some of my strengths include:

I am people and team oriented.

I learn quickly and am willing to share with others.

I enjoy learning and am very good at organizing projects.

On my enclosed resume, you will notice I shared my knowledge and experience of computer programs with others and became familiar with office skills and procedures in different work settings. You may reach me by email at jjones@s5rm.net or by phone, (505) 538-1988, after 1:00 p.m. and during the evening.

I appreciate your consideration and look forward to speaking with you about your intern position.

Sincerely,

Jennifer Jones