

“Cold” Cover Letter – To a Potential Employer

[Internship]

Your Name

Address

Phone Number

Date

Name of potential employer

Title

Company name

Address

Dear Ms. / Mr. _____ ,

I am interested in being considered for an internship. I am currently a first year MBA student at the Penn State University, Smeal College of Business focusing in (concentration) and (concentration).

My previous work experience has increased my knowledge of (area of knowledge) and has enabled me to make use of my education in a professional environment. I am very serious about my previous (area of education and work experience) and future career and am eager to learn as much as possible throughout my internship. I am interested in working for your organization to gain practical experience and additional knowledge pertaining to my field of study.

My professional and academic background, along with my sincere interest of (area of interest), has enhanced my acknowledgement of (area of interest). As a highly motivated professional, I enjoy the challenge of complex demanding assignments. My well-developed writing and communication skills are assets to an office environment.

I welcome the opportunity to elaborate on how I could make a substantial contribution to your organization as an intern. I look forward talking to you soon.

Thank you!

Signature

Your Name