

Cover Letter

Your Address

Stacy Needsajob
987 Smith Drive
Kahului, HI 96732
(808) 555-3444
name@hawaii.edu

Date

October 16, 2013

Employer Address

Jenny Willhire *(call to confirm spelling)*
Worknow Recruiting Center *(research for the correct company name)*
1234 South Lehua Street
Wailuku, HI 96793

First Paragraph

Dear Ms. Willhire: *(you may use Mr./Mrs./Ms./Sir/Madam)*

Salutation

After speaking with Emily Richards, a former participant, about her past summer internship program, I am very interested in the Human Resources summer internship position. I worked with employee benefits this past summer and I am very interested in the human resources aspect. While working as a Business Writing Assistant at UH Maui College's Writing Lab, I have obtained many leadership opportunities that would be valuable in a career at Worknow.

Middle Paragraph

As a Business Writing Assistant at the college, my primary role is to help train new tutors for the lab. Assisting with teaching classes and participating in mock tutorials has allowed me to gain valuable hands-on experience with tutoring. My position as a leader also challenged me to use my enthusiastic personality to motivate incoming freshmen to be involved in campus activities. As a Human Resources Intern at Worknow, I could use all of my leadership skills while learning more about recruiting and hiring practices.

Conclusion

Thank you for considering me for this position. I would like to discuss these and other qualifications with you. If you have any questions, please call me at (808) 555-3444 or e-mail me at name@hawaii.edu.

Sincerely,

(your signature goes here; it should match your name below)

Stacy Needsajob

Enclosure: Resume

Closing