

Cover Letter – E-mail example

Subject: Finance and Accounting Development Intern Position: Fall 2009

Dear Jonathan,

My name is Ernie Interview and I am very interested in the Finance and Accounting Development Intern position offered in San Ramon, CA. I find your program exciting because it demands specific professional skills in Accounting, Finance, and Management and will provide an opportunity for me to display my skills and abilities to Chevron, with the hopes of growing with your organization in the future.

Chevron's high expectation for the previously mentioned skills and abilities reassures my confidence that I am an ideal candidate for the position because I am double majoring in Accounting and Finance and I have held key extra-curricular positions in accounting, finance, and leadership. The experiences that have contributed to my development that will apply to your Finance and Accounting position include:

- President of the Finance Club at California State University, Chico
- Secretary of Delta Sigma Pi, Professional Co-ed Fraternity Management
- Internship at Target

However, due to my extensive involvement in extra-curricular activities my GPA has been sacrificed a small degree, thus making it a 3.26. Although it is not a 3.5 GPA as you prefer, I can assure you that my desire for excellence and passion for success will truly make up for the difference. To further solidify my claim, Megan Odom at the Career Center has specifically referred me to you because of her confidence in my drive and abilities. I am kindly asking you to consider me as a candidate for the position, please feel free to contact me personally through this email address, by phone at (555)555-5555, or through the Career Center.

Sincerely,
Ernie Interview