

COVER LETTER - INTERNSHIP - EXAMPLE

Jane Doe
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February 15, 2014

Pamela Jones
College Recruiting Manager
Prudential Insurance Company
1 Independent Drive
Jacksonville, FL 32201

Dear Ms. Jones:

I am writing to apply to the Financial Professional Associate Internship Program recently advertised on Career Wings, the University of North Florida's job database. I am currently a junior double-majoring in Finance and Financial Services and am currently looking to gain experience in my field.

My work background and coursework have supplied me with many skills and an understanding of insurance products and finance that I believe will allow me to quickly become an asset to your organization. My previous role as a teller at Bank of America provided me with an opportunity to work closely with the bank manager and gain first-hand experience working with customers on personal financial matters. In that position, I consistently received excellent scores on random customer surveys.

In addition to my work experience, I have taken relevant upper level coursework in the areas of insurance, financial management and entrepreneurship and currently serve as Treasurer of the Finance and Investment Society. My coursework and campus involvement have allowed me to begin to build contacts within the financial services industry and to gain perspective on the many aspects of financial services and how to apply my education in real world situations.

My resume is attached for your review and I would welcome the opportunity to interview for this position and discuss my qualifications in greater detail. Should you need any additional information, please do not hesitate to contact me. Thank you for your time and consideration.

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Sincerely,

(Signature)

Jane Doe