

Cover Letter - Response to Identified Advertisement (Sample)

January 1, 2021

Ms. Jane Smith
HR Director
101 Main Street
Townsville, MT 59102

Dear Ms. Smith

The “Intern, United Nations Sustainable Food Program” posting which appeared in the Columbia Undergraduate Career Services Job Bank describes closely the work that I am very interested in doing upon graduating from college. I am writing to apply for the intern position available May through August 2018.

Growing up in Montana, I became very involved in the local agricultural ecosystem, and for the past three years I have held various leadership positions to learn more about sustainable food production and the global economy. These positions ranged from 4H Coordinator in my town to my current position as sophomore representative of the Agricultural Society at Columbia University. I am very interested in working at the United Nations because I think it will allow me to apply the knowledge that I have acquired in various towns and cities in the United States to a platform that has a much wider purview.

Thank you for your time and consideration. I would like the chance to speak further about my interest in the position and share details about the experiences I have had that make me an exceptional candidate for the position. Please let me know if you’d be willing and available to speak further via phone. I can be reached 111-222-3333.

Sincerely,
Alyssa Ipina