Example Cover letter

Brian Thanis
50 Dairy Street
Austin, Texas 55555

Mr. Avis, Director of Campus Recruiting
Novartis
555 Health Way
Parsippany, New Jersey 55555

May 6, 2011

Dear Mr. Avis:

I am writing to apply to your summer intern program that I researched via the Vanderbilt Career Services Office. Novartis is a company I have followed for many years and I am impressed with your drug pipeline and your culture of excellence. I am currently a freshman at Vanderbilt, with an expected graduation date of Spring 2014. I am currently a biomedical engineering major, with classes in chemistry, multivariate calculus, physics, and programming.

The strengths I bring to your company include:

- Analytical Skills: I am confident in my knowledge of advanced math and science. I received a 5 on my Advanced Placement BC Calculus exam at SI Academy (high school), as well as two 4s in both Physics exams. At Vanderbilt, I currently have an A in physics, and am looking forward to the various engineering courses that I will be taking that will require me to use my knowledge of math and science.

- Leadership: I served as a representative in student government throughout all four years of SI Academy (high school), was elected Sophomore Vice President, and I served as the Vice President of my Economics Club. I led in my extracurricular activities as well. I was the trumpet section leader in band for all four years and the J.V. Basketball Captain my sophomore year. I also served as a member of the School Safety and Leadership Committee and I was one of only fourteen students from my school selected to participate in a Russian exchange.

- Communication and Teamwork: In my first semester at Vanderbilt, I took a class that was split into three individual engineering modules and my teams built a toy car, a model building, and researched various types of medical equipment, making presentations on all of them. In every instance, deadlines were met, and my teams received two grades of an A and one of a B. In addition to the great work we accomplished, we ensured we helped each other at every turn!

In closing, I am a strong match for your internship program as it fits very well with my biomedical engineering studies at Vanderbilt and I am confident that I would make a perfect candidate for your team. I am excited at the prospect of working for Novartis and should you have any questions, please don't hesitate to contact me at the e-mail address or phone number below.

Sincerely,

Brian S. Thanis
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555.555-5555