

**COVER LETTER EXAMPLE**

**YOUR NAME**

123 Main Street  
Peoria, IL 61615  
(309) 111-1111  
ICC email address

**Make sue that your contact information is identical to how it is presented on your resume**

Today's Date

Mr. John Doe  
ABC Corporation  
789 Boss Street  
Peoria, IL 61615

**Address to a SPECIFIC person whenever possible**

Dear Mr. Doe:

I am writing today to express an interest in the \_\_\_\_\_ internship position within your company. I saw this position posted in the Illinois Central College Career Center, and I was interested immediately. This position is an excellent match of my experiences and personal goals.

**Where did you see the opening?**

I am currently working on obtaining an Associate's degree from ICC in the field of \_\_\_\_\_. I find this academic area to be very interesting, and I know that the classroom knowledge I have obtained to date would be very beneficial at your organization.

I am a hardworking and conscientious young adult and I look forward to speaking with you in person about how I would be able to immediately contribute to your team. I would be my pleasure to meet with you. My resume is enclosed for your review. Thank you for your time and consideration.

**Always say thank you**

Sincerely,

**Don't forget to sign your name!**

Your name

*Enclosure*