

COVER LETTER AS AN E-MAIL

Dear Mr. Ryan:

Note the professional salutation!
Conduct research to determine a contact name.

Note mention of connection to a current employee or associate. Who you know matters!

I am a junior studying environmental science at the University of Missouri. I was especially intrigued by engineer Ms. Sally Gold, who spoke to my class last semester about some of the advances your company has made recently in reducing industrial pollutants. As a result, I would like to work at Environmental Industries as a summer intern.

Show that you have knowledge of the company—why would you want to work there?

What do you want? Share your goal with the reader.

As you will note from my attached resume, I have key qualifications for the Environmental Industries internship:

- 15 hours of environmental science coursework with a cumulative GPA of 3.56,
- a strong desire to protect our environment,
- work experience from full-time summer and part-time school year employment, and
- numerous leadership positions in campus clubs and organizations, including the MU Environmental Science Club and Sustain Mizzou.

Focus on sharing your top three or four unique qualifications for the SPECIFIC position. Each job will likely require a slightly different letter. The bullets make it very easy to read quickly!

I will call you next week to confirm that you have received these materials and to talk further about an internship or other summer employment opportunities with Environmental Industries, Inc. Once again, I am very enthusiastic about this possibility and look forward to visiting with you.

Indicate action and follow-up.

Sincerely,

Close professionally!

Sara Smith
BS, Environmental Science, Expected May 2014
President, MU Environmental Sciences Club
Recycling Chair, Sustain Mizzou

You may wish to highlight very important information in your email signature. Just remember: Keep it brief! No more than three or four lines!