

# COVER LETTER SAMPLE

Jonathan Husky  
123 Any Street  
Storrs, CT 06269

May 12, 20XX

UConn Center for Career Readiness and Life Skills  
Attn: Undergraduate Student Internship Program  
233 Glenbrook Road  
Storrs, CT 06269

Dear Hiring Committee,

It is with great enthusiasm I am writing to apply to the Career Intern position (Job #123456) I found posted on 12twenty. As an education major, I feel this position would allow me to contribute the strong interpersonal and communication skills the Center for Career Readiness and Life Skills is seeking while also providing an opportunity to build the mentorship and teaching skills that are required in my future profession.

In my part-time job as Customer Service Clerk at Price Chopper, I have gained extensive customer service skills that I am confident can be applied to the Career Intern position. As a Customer Service Clerk, I am responsible for creating a pleasant shopping experience for the customer by answering questions related to our weekly sales flyer, helping them navigate the store layout to find desired items, and resolving issues and complaints they may have in an empathetic manner. A key to my success is demonstrating strong active listening skills to ensure I fully understand their individual needs and can provide personalized assistance accordingly. I feel these traits would be an asset to the Career Intern position as no two students are the same, and providing support and resources focused on their specific career-related questions and goals is an essential part of what the Career Center offers.

Additionally, I currently serve as the Vice President for UConn TEACH (Teaching Enthusiasts and Advocates for Community Hope); a student organization focused on equipping future educators with the tools and resources needed to create inclusive learning environments that ignite curiosity and promote lifelong learning. As part of my responsibilities, I oversee the development and evaluation processes of TEACH's programs and initiatives as well as represent TEACH at on-campus engagements, meetings, and involvement fairs. These unique experiences would set me up well to conduct one-on-one peer advising sessions as a Career Intern as I have become skilled at delivering constructive and goal-oriented feedback to individuals that builds trust and engagement throughout the process.

I look forward to contributing my skills and experiences to the Career Intern position at the Center for Career Readiness and Life Skills and welcome the opportunity to expand upon these further in a future interview. I can be reached by email at Jonathan.Husky@uconn.edu or by phone at (555) 555-5555. Thank you very much for your time and consideration.

Sincerely,

Jonathan Husky