

COVER LETTER SAMPLE

Your Name

1 Main Street, Canton, GA 30114 | 770-555-5555 | yourname@reinhardt.edu
linkedin.com/in/yourname

March 2, 20XX

The American Beverage Association
1210 I Street NW, Suite 300W
Atlanta, GA 30318

Dear Internship Coordinator:

I am applying for the Government Relations American Beverage Association Summer Internship advertised on the RU Works posting system at Reinhardt University. With my interests in government, law, and politics, I am enthusiastic about this opportunity to lend my administrative, organizational and leadership skills to support a national trade association.

I am attracted to the ABA because the association represents such a large number of workers who can be positively impacted and protected by legislation. Through my work in Senator Hagan's and Senator Gillibrand's offices, I gained insight into the legislative process and observed the important role trade associations play in guiding government. I am excited about and capable of researching political issues impacting the beverage industry, attending Congressional hearings, drafting letters, and providing other assistance to the government relations team. This summer opportunity would offer additional exposure to the legislative process and allow me to contribute to your team as well as to our nation's politics.

In addition to the administrative experience gained through my internships, I would bring strong organizational and leadership skills honed through my Reinhardt University activities to this position. As President of the Multicultural Greek Congress, I have worked to hone my decision-making and interpersonal communication. Through this position, I have assumed more responsibility, learned time management, enhanced my communication skills, and grown as a team player. As a participant in the Eagle Leadership Program, I have learned successful leadership traits from Reinhardt University staff, other student leaders, and community members. I have also polished my research and analytical capabilities through my experiences conducting undergraduate research through the Department of Political Science, and through my intensive liberal arts coursework at Reinhardt University. I am a hardworking, motivated student, and would love the opportunity to lend my skills to the ABA this summer.

Attached is my résumé, which illustrates my qualifications for this position. I am eager to hear from you and discuss how I could contribute to the ABA team. Thank you for your consideration.

Sincerely,

Your Name