

Cover Letter/Email – Job & Internship Fair

The following letter is an example of what could be used in a cover letter or email format – to request a pre-scheduled interview for an internship/position available through the MN Private Colleges Job & Internship Fair. For email format, start with the salutation (Dear...).

Box 2988
College of Saint Benedict
St. Joseph, MN 56374
January 2, 2020

Ms. Sandra Savings
Manager, College Relations
ABC Bank
P.O. Box 1111
Minneapolis, MN 55401

Dear Ms. Savings,

I recently learned about ABC Bank's Management Trainee program while researching career opportunities through the College of Saint Benedict's Experience & Professional Development Office. My strong background in finance and business drives my desire to participate in the Management Trainee Program. I will be attending the Minnesota Private Colleges Job & Internship Fair on February 27 and would be very interested in interviewing for this position while at the fair.

Currently a senior at the College of Saint Benedict and Saint John's University, I will be completing my degree in May with an Accounting & Finance major and a Hispanic Studies minor. My education and work experience during college reflect an emphasis on the banking industry and will be a helpful introduction to your management training program. My coursework has focused on banking, including credit analysis, personal banking and finance. For the past two years, I have also held a part-time position as a teller at First Bank of Cold Spring; this work has allowed me to learn about the banking industry firsthand as well as being able to converse in Spanish with some of the local residents. I am also the Treasurer of the college's student senate; this position has required a high level of fiscal and leadership responsibility.

ABC's commitment to the community as well as its comprehensive services are two reasons why I'm interested in being part of the management team. It would be an honor to bring my own strengths stemming from my liberal arts background, notably skills in communication, interpersonal, analytical and problem solving, to this position to further enhance ABC's mission.

Attached is my resume for your review. I look forward to meeting with you at the Job & Internship Fair. Thank you for your consideration.

Sincerely,

Sally Smith

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