

Sample Cover Letter

Internship Cover Letter

300 College Ave
State College, PA 16803

February 1, 2017

Human Resources
Independence Blue Cross
1901 Market Street
Philadelphia, PA 19103-1480

Dear Hiring Professional:

I am writing to express my interest in the Financial Investigations Department Internship. While reviewing the announcement for the position that was posted on the College of Liberal Arts department listserv at Penn State, I was immediately drawn to the opportunity of working with such a philanthropic and successful corporation. Independence Blue Cross plays an integral part in the health and well-being of community members and is one of the nation's leading health insurers. This innovative corporation is changing lives on a daily basis through programs like The Blue Crew and the Independence Blue Cross Foundation. I have always aspired to join a company whose values I share.

My experiences and ability to work cooperatively with a team and successfully complete assigned tasks in a timely manner will serve me well in this position. Through my previous experience as a participant in Target's case competition, I learned how to effectively articulate my thoughts and manage my time. My involvement in Penn State's UNICEF organization allowed me to develop strong interpersonal relationship skills. Joining such a charitable organization has led me to think and act selflessly. It is my goal to one day join a giving company, like Independence Blue Cross.

Working for Independence Blue Cross as an intern will provide me with the opportunity to apply these skills and assist me in further developing my communication skills in a professional work environment. I would appreciate the opportunity for an interview at your convenience. Please contact me at sarah.star@gmail.com or 814-888-9191 to further discuss my education and experiences as they relate to this internship. Thank you for taking the time to consider my application. I look forward to hearing from you.

Sincerely,

Sarah Star