

cover letter for a fashion internship



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Andrea I. Garrido
23 Sampaguita St. Valle Verde I,
Pasig City
09279356193

April 11, 2012

Mega Publishing Group
Strata 100, 18th Floor
F. Ortigas, Jr Road
Ortigas Center
1605 Pasig City

Dear Internship Coordinator,

After learning about the fashion department opportunity at Mega Magazine and evaluating my various experience as a journalism and retail merchandising student, I am very interested in interning for your company. I am currently a college junior at De La Salle – College of St Benilde and I would like to intern at Mega this summer. De La Salle's academic calendar is different from most schools in that we are on the quarter system, rather than semesters. We have a 3-week break from mid April to mid May and I would love to intern during this time period.

I know that I would be a strong addition to the Mega Publishing Group as a fashion department intern. I'm confident in my ability to communicate effectively, research, use several media monitoring programs, and stay up to date on this fast-paced industry. I will also bring retail merchandising knowledge and experience to the table. Aside from professional qualities, I will bring a fresh personality to Mega Magazine to contribute unique ideas, plans and visions that are necessary for team brainstorming and campaigning for magazine photo shoots, story boards and more.

I have also enclosed my resume with this cover letter and would be more than willing to put you in contact with references from other internships or from my university. I look forward to hearing from you about this opportunity in the near future. Thank you for your time and consideration.

Sincerely,


Andrea I. Garrido

Sample Cover Letter 1

Jane Smith
12 East 53rd Street
New York, NY 1002
(212) 752-1530
jsmith@limcollege.edu

March 12, 2003

Mr. Ian Hooper, COO
DeVries Public Relations
30 E 60 Street, 14th Floor
New York, NY 10022

Dear Mr. Hooper:

My name is Jane Smith and I am currently a senior at LIM College. I will be graduating with a BBA in Fashion Merchandising in May, and I am very interested in a PR position at DeVries Public Relations.

I believe that my training and education at LIM has prepared me for an experience with your firm and that DeVries can benefit from my hard work and never-ending enthusiasm to learn. In addition, I was fortunate enough to intern at Marie Saeki PR where hands-on experience provided me with many skills such as event planning and other PR related tasks.

The enclosed resume provides specific details about my experience, skills and qualifications. Should you wish to meet with me to discuss my suitability for a position with your company, I can be reached via telephone at (212) 752-1530 or by email at jsmith@limcollege.edu.

Thank you very much for your consideration.

Sincerely,

Jane Smith

Jane Smith

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