

SAMPLE COVER LETTER (EMAIL SAMPLE)

Dear Mr. Sawyer:

(NOTE: If specific name is not known, then use "To whom it may concern:")

I am writing to apply for the advertised position of Assistant Auditor for Price Waterhouse Coopers. As a senior in Business Management at Istanbul Technical University graduating in May 2014, I welcome the opportunity to become a part of the PWC team and utilize my skills to assist its' clients.

As you can see from my attached resume, I developed my auditing and management skills through several internships and class projects. During my internship at LM Bloc, I developed a client proposal for a new advertising campaign. By the end of my project, I was able to assist in the pitch of the proposal to the client. My supervisors commended me for my communication and creative problem solving skills, and for my ability to work well with many different people within our team.

I developed my leadership and interpersonal skills by being an active member of several organizations on the ITU campus. As president of the International Student Group, I am in charge of planning meetings, activities and our annual international festival.

I look forward to discussing the position at PWC with you further. If you have any questions, please contact me at (412) 862-9999 or smithj@itu.edu.tr. Thank you for your consideration.

Sincerely,

James Smith

Attachment: resume