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Monday, May 28, 2018

Political Organization
12 Street Address
City, State 12345

Dear Recruiting Representative:

I was thrilled when I heard about the opportunity to intern for [Political Organization]. As a rising junior who is studying Political Science and Journalism, with a passion for writing and politics, I believe I will be a great asset. My departments of interest are Communications and Research, Party Affairs, and Candidate Services.

This last sentence in the first paragraph is directly responding to one of the job posting's requests, but the subsequent paragraphs also expand on this to show how this applicant is already prepared to work in the first two departments.

The writer does a good job of positioning this experience as both an honor and a learning opportunity through which she gained specific knowledge and experience that is applicable to this internship.

During my sophomore year, I searched for an experience that would combine my writing and communicating abilities with my advocacy for social and political change. In February, I was selected to be part of the Women's Medical Fund's team as a Campus Ambassador for their event, the Bowl-A-Thon, an event to raise money and awareness for women's health issues, as well as de-stigmatize these issues and support women. It was my responsibility to recruit the UW-Madison community and citizens to participate in the event by reaching out to appropriate organizations and people. Through navigating sensitive topics and understanding the importance of persistence, I learned the process and effort that goes into a grassroots campaign, as well as expanded my knowledge of social media in the world of social justice.

Given a cover letter's length constraints, it is important that examples serve multiple functions. In this third paragraph, we can see how the writer uses the WIRe experience to showcase both communication and policy-related skills.

Another organization I am part of that combines my writing abilities with my political involvement is the Wisconsin International Review (WIRe), a student-run magazine focusing on opinion pieces on foreign policy. As someone with the role of informing the public of international affairs and presenting them with information, I strive to publish articles that are not only significant and relevant, but are also factually correct and lack bias. Through this role, I am learning more about international relations and their impact on American political practice.

This final sentence in this third paragraph gracefully conveys enthusiasm for this professional position.

This summer, I am working as an intern in Los Angeles at [Company]. I am learning the inner workings of social media in the professional world. As part of this position, I will be enhancing the company's brand image through social media tracking and Photoshop. I am excited to work alongside a team of ambitious people like myself and bring a fresh, new perspective.

Thank you for your time and consideration. If you need any additional information, feel free to contact me. I hope to hear from you soon.

Sincerely,
First Name Last Name