

5505 Job Seeker Way (YOUR ADDRESS)  
Grand Forks, ND 58202

Month, day, 20xx

Mr. John Doe  
ABC Insurance Company  
1000 Opportunity Drive  
Fargo, ND 58102

Dear Mr. Doe:

Growing up on a family farm, I have come to understand how important insurance is to farmers and their families, so I was excited to see the opening for a Management Intern in your Fargo office. I am a junior at the University of North Dakota majoring in Management with a minor in Leadership. I believe my experience and interest in the industry make me a great fit for this position. ABC Insurance Company's 75-year commitment to protecting farmers and ranchers from the losses associated with natural disasters inspires me to want to be a part of your organization.

My education and prior work experience have prepared me to step in and contribute immediately. As an Assistant Manager at 123 Company, I have acquired valuable leadership skills that would make me an asset to your organization. In that position I supervised 10 employees and managed the scheduling, training, and daily reports for the department. Additionally, my past experience with XYZ Company has taught me how to consistently achieve a high level of customer service and how to work as part of a cohesive team. At XYZ Company I increased my individual sales revenue by 15%, which greatly contributed to my teams overall increase in sales of \$9,000. I am certain that my leadership skills, dedication to customer satisfaction, and ability to work as an active team member will make me successful in the Management Intern position.

Through my coursework, I have gained insight into management theory and practices. As both an Assistant Manager and Sales Representative I have applied the Human Relations theory into practice, resulting in greater team communication and transparency. I also have developed strong Microsoft Excel and analytic skills that I have utilized to create and implement an inventory tracking system. This system helped to improve the overall efficiency and organization of the inventory process. As an intern, I will leverage what I have learned in the classroom and through my work experience to uphold the reputation of ABC Insurance Company.

I believe my interests and qualifications are congruent with what this position desires. I look forward to the opportunity to speak with you to discuss in more detail how my skills and background can contribute to the mission of your organization. I can be reached by phone at (701) 555-7777 or by e-mail at [job.seeker@appropriateemailaddress.com](mailto:job.seeker@appropriateemailaddress.com). Thank you for your time and consideration.

Sincerely,

*Peter Smith*

Peter Smith