

COVER LETTER #1.

Joe Smith
245 W. 143rd St. Apt. 11B
New York, NY 10030
(917) 234-5678
joemsmith@columbia.edu

Feb. 14, 2014

Mark Jones
Editor
Salt Lake Tribune
90 S 400 W
Salt Lake City, Utah 84101

Dear Mr. Jones:

Please consider me for your reporting/writing internship at the Salt Lake Tribune. I have the metro news reporting and multimedia skills that make me a strong candidate for the internship.

Last year I spent six months in Salt Lake reporting for two news websites on green technology, climate change and sustainability. My time in Salt Lake acquainted me well with the city's institutions, politicians, community leaders, businesses and neighborhoods, which served as valuable sources for my reporting. Moreover, with Salt Lake's Latino population hovering just above 20 percent, my Spanish fluency could be useful in the coverage of Latino issues.

This coming spring I will graduate with a master's degree from the Columbia Journalism School. My focus in grad school has been local politics, and I was fortunate to arrive in time to cover a lively mayoral election. Some of my stories for class were published, including one on super-PAC contributions in local elections and another on a wily upstart political club. I have learned a lot this year in New York, but I'm eager to return to the west after graduation.

In the rapidly changing media landscape in which we operate today, the prospect of working for an established news institution like the Salt Lake Tribune is tremendously appealing. Moreover, the paper's adaptation to the demands of digital news consumers, including the production of eye-catching video content, development of an engaging social media presence, and expansion of its Blogs section, ensures it will be Salt Lake's news of record for the foreseeable future.

Thank you for your time and consideration, and I look forward to hearing from you.

Regards,
Joe M. Smith

COVER LETTER #2

Sally Student
Address
Phone/email

Month, Day, Year

Amy Carlile
Title
Environment & Energy
Street Address
City, State and ZIP

Dear Ms. Amy Carlile,

Please consider my application for the Energy & Environment internship.

I am a recent graduate of Columbia University's Graduate School of Journalism, and a science and business journalist. My route to the profession has been circuitous. I was born in Chennai, India, grew up in the Middle East and then, eventually in Canada. I studied molecular biology during my undergraduate years and did research on the mechanics of the enzyme Adenosine Kinase that functions during strokes and heart attacks.

Then, with my interest in science and environment and how it intersects with third-world politics, I went to India in 2007 to begin my study of journalism in earnest. From Bangalore, I wrote about science, environment and technology for a student newspaper and magazine. My reporting about the Gauribidanur region uncovered a broken down economy and lively corruption around the politics of water and industry.

The stories earned me a spot at Columbia University, as well as a science communications award. I graduated in May, and since then, I have worked with Fins.com (The Wall Street Journal), and written for the Journal's health blog. I am now with The Business Insider, an online publication where I report and produce multimedia content about the intersection of environment and business for The Green Sheet. I'm also a freelance reporter covering the science and environment for Down To Earth, a national weekly in India.

I'm applying to Energy & Environment because it would allow me to closely follow the climate and clean energy debate at the place where it is happening. Please do not hesitate to contact me at your convenience. Thank you for your consideration.

Sincerely,

Sally Student

COVER LETTER #3

Dear Mr. Gray:

I am writing to apply for the education reporter opening at the Daily Journal. Passionate about reporting and having lived in Mississippi for most of the last decade, I am excited about the opportunity to work for the Daily Journal and cover the local schools, their role in the community and the larger issues they face.

Spending the last year at the Columbia University Graduate School of Journalism taught me much about reporting, breaking news, in-depth investigations and multimedia story telling, and I am eager to combine these skills with my previous newspaper reporting experience to skillfully report on the schools of northeast Mississippi. Among my stories at Columbia was my masters project, a 26-minute documentary on a prominent local high school basketball team that nearly lost its funding because of budget cuts. The project, which is hosted at www.hoopknight.com, was linked to by sportsillustrated.com and ESPN.com. It is a story that could easily have been told about a high school debate team or a middle school band program.

At Columbia I learned much about interactive storytelling. My coursework included producing Web videos, audio slideshows and Flash info graphics and studying how to effectively use blogs and other social media to produce in-depth journalism. During the spring semester, I was twice an executive editor of the school's online multimedia magazine, www.nyc24.org. The experience prepared me to tell meaningful stories in a variety of ways.

While I enjoyed my multimedia training, I understand that the most important skill is reporting, a craft I began to hone in my jobs at the Birmingham (Ala.) News and Oxford (Miss.) Eagle newspapers. Among my tasks in Oxford was covering hyper-local news, including college, high school and youth sports in Oxford and Water Valley. One of my major beats while covering Water Valley was the city's school district. I covered school board meetings and finding the elements in those meetings that were most important to the city's residents, and reported stories about arguments between the city and the school district over land ownership, school budgets and the debate over school uniforms, and also wrote features about students and teachers. This experience, plus my time covering high school sports and my master's project at Columbia, taught me the importance of a school district to a local community.

I work hard, and I know north Mississippi well. With the experience of a traditional journalist and the advanced new media skills required in this digital age, I look forward to an opportunity to serve as education reporter for the Daily Journal.

Sincerely,

Joe Smith

COVER LETTER #4

Frances Student
300 West 28st St., Apt. 3
New York, NY 10012
fs2@columbia.edu/646-123-4567

October 15, 2009

Tom Contiliano
Internship Coordinator
Bloomberg News
731 Lexington Ave
New York, NY 10022-1331

Dear Mr. Contiliano,

I am writing to request consideration for the Bloomberg Summer 2012 News Internship Program. Your company appeals to me because you produce fast-breaking news that has an impact in the world and its financial decision makers. I am also enthusiastic about your team-based structure, which seems an effective and innovative way to set up a newsroom.

With a background in mining research, economics and business journalism, I'm equipped to write news stories that help your readers make the right decision at the right time.

As a writer for Resource World Magazine, a monthly publication aimed at resource investors, I covered topics from gold mines in Mexico, to alternative energy deals in Europe, to high-tech applications of rare earth elements. I distilled the technical information, numbers and statistics for readers who had little time, and wanted clear, concise and relevant business news.

Similarly, in my work as a researcher for a mining company in Vancouver, Canada, it was my job to become an expert on a given property quickly, and summarize that information for the company management. The directors needed the most current, accurate information to inform their decisions about acquiring exploration and mining rights.

I am currently honing the writing and reporting skills I developed in two previous internships and two years of freelancing at the Columbia University Graduate School of Journalism. I am a Canadian citizen, but will be fully work-eligible in the United States upon my graduation in May.

Please contact me with any questions.

Thank you,

Frances Student

COVER LETTER #5

Julie Student
300 West 28th St., Apt. 3
New York, NY 10012
[fs2@columbia.edu/646-123-4567](mailto:fs2@columbia.edu)

Oct. 9, 2013

Research Editor's Name
Title
Publication Name
Address
City, State, ZIP

Dear Research Editor:

The pen and the spatula are my two favorite instruments. I am a student at Columbia University's Graduate School of Journalism and an amateur chef. Please consider me for a spring internship at zagat.com.

In my favorite photo from a semester abroad in Buenos Aires, I am in attack position, wielding a steak knife above a massive fillet. My eyes reflect pure joy, and my grin reflects the faint stain of Malbec.

I ate my way through the city and quickly became an expert: I knew where to find steak so soft the waiter cut it with a spoon and which gelateria served the thickest *dulce de leche* gelato. I immersed myself in Buenos Aires' culinary traditions and restaurant scene with the curiosity of a journalist and the passion of a foodie.

At the Journalism School and as an intern at Women's Wear Daily and the Cornell Alumni Magazine, I have honed my writing, reporting, and fact-checking skills. I am an efficient worker, resourceful reporter and meticulous editor.

With my well-worn Zagat guide by my side, I am immersing myself in New York City's restaurant scene with the same vigor I had in Buenos Aires. I would be thrilled to intern for the website of a publication I know well and use often. This semester, I am available on Wednesdays and either Monday or Tuesday afternoons.

Thank you in advance for your consideration.

Sincerely,

Julie Student