## Name

## **Address**

## **Phone | Email**

Date

Name

Company

Address

City, ST Zip

Dear Ms. Name: (or ‘Hello’ ‘Greetings’ “Good Morning,” etc. if you do not know the person’s name)

I would like to submit my application for your (name of internship or full-time) position. **(What)**

IHS Markit interests me because of your 58-year history in the information, analytics, and solutions industry. Your command of the market with over 50,000 customers in virtually every sector identifies you as the leader in your field. Your initiative ‘The New Intelligence’ is exciting and I can’t wait to learn more about it. **(Why you think the company is great. | Why you want to work there. Dig deep on this. Look at their website, press releases, articles – differentiate yourself by not stating standard information.)**

I am a Marketing major and graduate in May 20XX. I am a strong candidate for this position because of my two years of Social Media experience where I wrote and scheduled content in multiple channels that included LinkedIn, Instagram, and Facebook. My experience also includes both Google Analytics and Hootsuite. In many instances, my teams were virtual and required excellent communication to be successful. **(Why you are a strong candidate for the role.)**

Thank you for considering my application. I would be proud to work for your company. If you have any questions, please feel free to contact me. **(Close – customize for your cover letter. Do not use these exact sentences since some of you will be applying for the same roles. The close can be one or two sentences, it should not be long.)**

Sincerely,

Name

Phone | Email