

Sample Cover Letters

Sample 1

5422 Frankford Avenue, Apt. 1
Chicago, IL 60637
(212) 333-0897
idanoyes@uchicago.edu

February 22, 2026

Sharon Smith
Director of Logistics and Business Relations
DonorsChoose.org
134 West 37th Street
New York, NY 10018

Dear Sharon Smith,

I am a first-year student at the University of Chicago planning to major in Public Policy. I am writing to express my interest in the Logistics and Business Relations Intern position at DonorsChoose.org.

This internship interests me because I am passionate about DonorsChoose.org's mission of promoting democratic education. I believe that my experiences in education, my organizational skills, and my communication skills would be great assets for your office.

At the University of Chicago, I am the Logistics Director of Splash! Chicago, a community service organization that offers educational programs to local Chicago high school students. I currently direct several Splash! programs that allow students to take enrichment classes taught by University of Chicago community members. In this role, I oversee multiple projects with many moving parts, balancing needs and deadlines in a fast-paced, demanding environment. For example, this past quarter, I successfully recruited 25 new student teachers for our programs (a 20% increase), led 10 teacher training sessions, and raised \$1,000 to support our programs.

Back in December, I also completed a job shadowing experience with Advance Illinois, an education policy nonprofit. Over the course of the three-day shadowing experience, I learned about the key issues facing education policymakers like expanding early childhood programs, responding to teacher shortages, and school funding challenges. As part of the experience, I completed a policy memo outlining the benefits and costs of allocating more funding to preschool programs that the organization included in a report for the Illinois General Assembly.

I would welcome the opportunity to talk further with you about this position. Thank you in advance for your consideration!

Sincerely,
Ida Noyes

Sample 2

5745 S. Everett Ave.
Chicago, IL 60637
davidmaroon@uchicago.edu
773-221-3242

January 26, 2026

The PFM Group
222 N. LaSalle Street, Suite 910
Chicago, IL 60601

Dear Hiring Manager,

I am writing to apply for The PFM Group's Summer Internship Program. As a second year Economics major at the University of Chicago with a prior business internship, I believe that I will be able to contribute analytical, quantitative, and problem-solving skills to this internship.

During my internship with the Strategy team at BlueCross BlueShield Association, I analyzed the competitiveness of Blue Plans in the Affordable Care Act individual insurance market and recommended strategies to maximize customer growth. I learned how to gather data, conduct market research, understand trends, and identify correlations between variables such as price and market share using Excel spreadsheets and functions. This allowed me to develop strong database management skills and attention to detail. At the end of my internship, I created a 20-slide deck for the senior management team outlining a strategy to expand the client base. The leadership team adopted several of my suggestions, resulting in a 10% increase in client enrollments and a 5% increase in revenue.

My previous experiences have also helped me build strong organizational and relationship management skills. As a member of the student organization Moneythink, I work with five charter schools to organize personal finance classes for K-12 students. I am responsible for managing our relationship with schools, developing our year-long curriculum, and ensuring adequate training and preparation for our college student mentors. Within four months of joining the organization, I was appointed Mentor Captain, and Moneythink classes at my schools have consistently received satisfaction ratings of 95% or higher.

If you feel that my skills could benefit the PFM Group's clients, I would be thrilled to join your team. Please feel free to contact me with any questions about my application. Thank you for considering my application.

Sincerely,
David Maroon

Sample Cover Letters – Sample 3

5745 S. Brim Street, Apt. 12
Chicago, IL 60637
jamiekim@uchicago.edu
773-221-3242

April 1, 2026

John Grey
Managing Attorney
Altshuler Berzon LLP
177 Post Street
San Francisco, CA 94108

Dear Mr. Grey,

I am a fourth-year Public Policy major at the University of Chicago writing to apply for the Litigation Assistant position at Altshuler Berzon LLP. My previous legal internship and other college experiences have prepared me to succeed in this role.

Last summer, I completed an investigator internship at Orleans Public Defenders, the public defense agency in New Orleans. Over the course of my two-month internship, I did hands-on, client-driven work with a partner on fifteen different cases ranging in severity from drug possession to motor vehicle theft and murder. Due to the immense workload our supervising investigator faced, we often worked independently and had to make quick decisions ourselves. Our purpose each day was to obtain all relevant information regarding a client's case; we conducted jail visits, took witness statements, interviewed our clients' friends and family, canvassed and photographed crime scenes, viewed evidence, and assisted with trial preparation. I regularly wrote detailed investigative memos to keep attorneys apprised of our work, as well as provide my own insight into cases and witnesses. This internship taught me how to tackle very complex cases in a collaborative and fast-paced work environment, which I believe has prepared me for the role of a Litigation Assistant.

My co-curricular experiences in college have also helped me develop strong project management skills. During my third year at the University of Chicago, I served as the Logistics Chair of TEDx UChicago's annual conference: Make No Little Plans. I worked on a team with eight other board members to host the event for nearly 1,000 attendees from the University and greater Chicagoland area. I was responsible for coordinating all logistical aspects of the conference which included ordering nametags and programs, booking flights and hotels for all speakers, coordinating volunteer efforts, and feeding 1,000 hungry conference-goers. We spent a year preparing for the conference, which taught me a great deal about time management and organizational skills.

I would greatly appreciate the opportunity to speak with you further about my qualifications. Thank you for your time and consideration.

Sincerely,
Jamie Kim