**Below is a template for a cover letter. Remember that keeping your cover letter concise and efficient is very important, as hiring managers will see a large number of these each day. Every sentence should be necessary, so if someone quickly scans the letter they will still pick up on your achievements. A cover letter should also always be tailored to the particular company you are applying to. Researching the company’s goals, culture, and mantra can help you write a more effective cover letter for the role you are applying for.**

[Your Name]

[Your Email]

[Your Phone Number]

[Date]

[Employer's Name - if you don’t know their name ‘Hiring Manager’ is sufficient]

[Company Name]

Dear [Employer's Name or Hiring Manager],

[Introductory Paragraph: Start by stating the position you are applying for and where you found the job listing. Briefly mention why you are enthusiastic about the role and the company.]

[Body Paragraph 1: Highlight your relevant qualifications and experiences. Focus on your skills that match the job description. Use specific examples to demonstrate how your background makes you a good fit for the position. If you have any significant achievements or projects relevant to the job, mention them here.]

[Body Paragraph 2: Explain why you are interested in working for this particular company. Show that you have done your research and are familiar with the company’s values, products, or services. Explain how your goals and values align with theirs.]

[Closing Paragraph: Reiterate your interest in the position and thank the employer for considering your application. Mention any attached documents, such as your resume. Politely express your eagerness to discuss your qualifications further in an interview.]

Sincerely,

[Your Name]

**Below is an example Cover Letter for Apple Inc.:**

[Your Name]

[Your Email]

[Your Phone Number]

[Date]

[Hiring Manager's Name]

Apple Inc.

Dear [Hiring Manager's Name or Hiring Manager],

I am writing to express my interest in the [specific internship title] position at Apple, as advertised on LinkedIn]. With a passion for innovation and a deep appreciation for technology, I am excited about the opportunity to contribute to a company that leads in creating groundbreaking products and services.

As a Cloud Computing major at Santa Monica College, I have developed a strong foundation in software development, with a particular focus on iOS app development. In my recent project, I successfully developed a health tracking app that gained recognition in the university’s student newspaper. This experience sharpened my coding skills and deepened my understanding of user experience design, aspects I understand are critical at Apple.

Furthermore, my coursework in design thinking and my participation in hackathons have equipped me with a creative approach to problem-solving – a skill I believe is essential at Apple. My role as a teaching assistant for an introductory programming course has also honed my collaborative and communication skills, preparing me to effectively work in a team environment.

I am particularly drawn to this internship at Apple because of the company's commitment to fostering a culture of innovation and excellence. The opportunity to learn and grow under the guidance of industry leaders at Apple would be invaluable, and I am eager to contribute my enthusiasm and fresh ideas.

Thank you for considering my application. I am looking forward to the possibility of discussing how my skills, enthusiasm, and ideas could be a match for the Apple team. Enclosed is my resume for your review, and I am available at your convenience for an interview.

Sincerely,

[Your Name]