March 6, 20XX

To Hiring Manager:

WhiteWave Foods

Address of Company

City, State Zip

To the Hiring Manager of WhiteWave Foods or Dear Ms. Backhaus:

As the leader in the consumer packaged goods industry, WhiteWave Foods needs a Sales Intern who is organized, communicates effectively, and has leadership experience. As a Psychology sophomore at the University of Colorado Boulder, I have completed several courses in human behavior that have enlightened me about people and human behavior. Additionally, I have gained experience in group projects and in various clubs, and I am confident my communication style and leadership experience would make me a perfect fit for this position.

Fostering positive relationships while driving results is a strength of mine. I enjoy working with others, and getting to know their strengths as a way of working efficiently toward a goal. We work as a team to strategically plan the project, delegate tasks, and develop a timeline to completion. Additionally, I led our team in successfully presenting the final project to our class. I am excited about the possibility of utilizing the skills and experience I’ve gained in my coursework and in various leadership roles in your sales internship, where I can also learn about trade management, product placement, and merchandising.

I would love to contribute to your team’s success. Please let me know if you would like to discuss my skills and experience further.

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

Sincerely,

First Name Last Name