

Cover and thank you letter

[Business](#), [Marketing](#)



Cover Letter Veronica Micha [Indicate your Physical Address] (832) -542-7717 michaveronica@yahoo. com May 30, Make sure you know the of the individual that is recruiting or their position]

Marathon Oil Corporation

5555 San Felipe Street

Houston, TX.

Dear Full Name (if you do not know the full name, indicate their position)

REF: APPLICATION FOR AN INFORMATION TECHNOLOGY INTERNSHIP

POSITION

Kindly accept my application to an internship position in your information technology department as posted on your website, on [indicate the date]. I am in my senior year at Devry University undertaking a Bachelor degree in Business majoring in Technical Management and focusing on finance, and I am committed to working in a challenging and interesting environment.

As a senior student focusing on finance, I have been trained to learn different things quickly, which essentially enables me to fit in a challenging and diverse working environment akin to the one offered by your company. In this case, I am able to think out through problems clearly and in a systematic manner while maintaining flexibility in challenging situations which will enable me bring energy and commitment to excellence that is indispensable to succeed in Marathon Oil Corporation's innovative environment. Despite my lack of hands-on experience in a work environment, I have developed technical skills and the ability to present details to a large environment required in the business environment.

In order to attain the objective of working in a challenging and interesting

environment, I am requesting for consideration in the aforementioned position in your company. I became interested in an intern's position at Marathon Oil after researching different companies that could offer me a challenge. As a leader in the industry, there is no any other place that can help me meet my objectives other than your company. I know this position will enable me identify my strengths and address any weaknesses in order to equip me with expertise for the job market.

Thank you for considering my application for this post. Please contact me in case of any question or further clarification.

Sincerely,

Veronica Micha

Thank You Letter after Interview

Cover Letter

Veronica Micha

[Indicate your Physical Address]

(832) -542-7717

michaveronica@yahoo. com

June 10, 2012

[Name: By This Time you Already Have the Name]

Marathon Oil Corporation

5555 San Felipe Street

Houston, TX.

Dear Full Name (if you do not know the full name, indicate their position)

Thank you for the opportunity to interview with you on Wednesday, June 6, 2012 at your company headquarters. The position of intern in your

information technology department is an outstanding opportunity I feel exceptionally qualified.

I am beholden by the information and time you shared with me during the interview. Indeed, the time spent with you makes me yearn for this position more than when I was applying for the position. As we discussed, my financial and information technology background will give me a foothold to meet my objectives and those of the company while working with my workmates. Not only am I able to discuss the requirements in your workplace, but I also do understand the expectations of this position in the competitive global business environment.

In case you need any additional information from me, please do not hesitate to call me on (832)-542-7717. Once again, let me thank you for the interview. I look forward to hearing from you again.

Sincerely,

Veronica Micha