

Bill Smith  
Naka 1-2-3  
Apt. 101  
Musashi-sakai, Tokyo 111-0001  
Japan

October 26, 20xx

Bergé y Compañía  
International Talent Program Committee  
Paseo de la Castellana, 64  
28046 Madrid  
Spain

Dear Pellentesque Habitant Morbi:

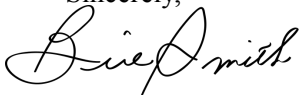
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Sincerely,



Bill Smith

Enclosure: Application, Resume, Letters of Recommendation

First Name Last Name  
Naka 1-2-3  
Apt. 101  
Musashi-sakai, Tokyo 111-0001  
Japan

October 26, 20xx

Bergé y Compañía  
International Talent Program Committee  
Paseo de la Castellana, 64  
28046 Madrid  
Spain

Dear \_\_\_\_\_:

Sincerely,

First Name Last Name

Enclosure: Application, Resume, Letters of Recommendation

## Possible Phrases & Important Points to State in Bergé Cover Letter

### Salutation

Dear Selection Committee  
Dear Selection Committee Members  
Dear Recruiting Committee  
Dear Sir or Madam  
Dear Madam or Sir  
Dear Bergé y Compañía Selection Committee  
Dear Bergé y Compañía Selection Committee Members  
Dear Bergé y Compañía Recruiting Committee  
Dear Bergé y Compañía Executives

### Body

#### First Paragraph:

It is a great honor to submit this letter expressing my sincere interest in an internship at Bergé y Compañía. I am writing to \_\_\_\_\_.  
Enclosed please find my application for \_\_\_\_\_.  
\*State clearly why you want to apply for this internship.

#### Second Paragraph:

\*Highlight important parts of your resume.

#### Third Paragraph:

\*Talk about yourself, your present and possible future plans.  
\*State clearly how being part of this internship will help you in your future.

#### Closing Paragraph:

Thank you for your time and consideration. I look forward to hearing from you.  
Thank you for your time and consideration and I look forward to hearing from you.  
Thank you for your reviewing my application and supporting materials. I look forward to hearing from you.  
I look forward to your reply.  
Thank you for your time and I do appreciate you reviewing my application.  
Thank you for your time and consideration.

### Complimentary Close

Respectfully,  
Very truly yours,  
Sincerely,  
Very sincerely,