

# Example Cover/ Motivation Letter

City, Date

Your name

Your address: street name+ number

Your address: postal code + city name

Your phone number

Your email

Dear Sir / Madam / Mr. / Ms.,

## **Paragraph 1**

Introduction i.e. general welcome and reason you are writing, age, nationality etc.

## **Paragraph 2**

Education & skills i.e. university course, qualifications and skills you possess etc.

## **Paragraph 3**

Past relevant work experience and previous internships completed.

## **Paragraph 4**

Area/ Field you would like to complete your internship, example of tasks you would like to complete and what you hope to learn and achieve.

## **Paragraph 5**

Details of when you are available to start/finish your internship.

Yours sincerely,

*Handwritten signature*

Typed Name

\* Please remember your letter will be forwarded to various employers.  
Please ensure your letter is relevant and written in a formal style.