

## Internship Cover Letters

**A cover letter is just as important as your resume in your search for the perfect internship.**

Your Name  
Address  
City, State, Zip Code  
Telephone Number  
Email Address

Date

Name of Contact Person  
Title of Contact Person  
Company/Organization Name  
Address  
City, State, Zip Code

Dear Mr./Ms. Contact Person's Last Name:

**Opening Paragraph:** State why you are writing, name the internship position or type of experience for which you are applying, and mention how you heard of the opening or organization. You may want to indicate when you are available to begin an internship.

**Middle Paragraph(s):** Explain why you are interested in an internship with this employer and specify your reasons for desiring this type of work experience. If you have had related coursework in your major or relevant work experience, be sure to point it out, but do not reiterate your entire resume. Emphasize skills or abilities you have that relate to the position you are seeking (check the position description for specific things you want to emphasize). Be sure to do this in a confident manner and remember that the reader will view your cover letter as an example of your writing skills.

**Closing Paragraph:** You may refer the reader to your enclosed resume, which gives a summary of your educational background and qualifications. Have an appropriate closing to pave the way for an interview by indicating the action or steps you will take to initiate an interview date.

Sincerely,

*(Signature)*

Your name typed

Enclosure

## Guidelines and Suggestions

### **Do not underestimate the POWER of a Good Cover Letter**

A well-written cover letter can make a critical difference in an employer's estimate of your qualifications. An applicant with average qualifications may gain many interviews with a good cover letter, while a well-qualified candidate may defeat him or herself with a poorly written cover letter. If an internship you want requires writing skills, you must have a superior letter.

### **A Good Cover Letter Should:**

- Demonstrate your writing skills and professionalism.
- Show that you have researched your field of interest and that particular company/organization.
- Convey a sense of who you are – your personality.
- Summarize your qualifications (skills and education) relevant to the specific internship.
- Communicate your interest and enthusiasm for the position and the company/organization.
- Identify when you are available to begin the internship.

A strong cover letter will set you apart from applicants who have given it little attention. Be yourself, and have your letter reflect your professionalism, personality and style.

### **Each Cover Letter must be SPECIFIC – No FORM LETTERS please!**

Each cover letter must be written about the particular internship position and organization/company to which you are applying. Do not use a form letter that varies only in such details as name of the organization or position title. Employers recognize these form letters very quickly. Employers are much more impressed with someone who has taken the time to research and write a letter specifically directed to their internship opening and organization.

### **The Letter Format**

- A cover letter is written in business letter format.
- Address your letter to a specific person (the internship contact person). "To Whom It May Concern" or "Dear Sir/Dear Madam" is not appropriate.
- Opening Paragraph – The first paragraph must catch the reader's interest. State your reason for writing, making sure to identify the internship position for which you are applying and when you are available to begin the internship.
- Middle Paragraph(s) – Emphasize your key qualifications. Refer to the specific internship position description. Briefly state why you desire the internship opportunity being offered and what your goals for the internship are. Indicate what period of time you will be available for the internship.
- Closing – Refer the reader to your enclosed resume. Indicate your desire for a personal interview and your flexibility as to time and place. You can mention that you will follow up your letter with a phone call to provide any additional information and to arrange an interview.

### **A few words about the "THANK YOU" or "FOLLOW-UP" Letters**

The Thank You letter expresses your appreciation to an employer for his or her willingness to meet with you. A well-written thank you or follow-up letter will:

- Remind the employer who you are.
- Impress him/her with your courtesy and professionalism.
- Remind the employer of your background and skills.
- Show your enthusiasm and continued interest in the internship position.
- Convey to the employer that you sincerely appreciate his or her time and consideration.

**NOTE: It is a good idea to keep copies of all correspondence and paperwork related to your internship search and placement.**