

Sample UCDC Cover Letter Template

Your Full Name
Street Address
City, State, and ZIP

Date

Contact Name/Title (if available - if not, put position name, such as Internship Coordinator)
Organization Name
Organization Address
City, State, and Zip

Dear Mr./Mrs. X (or if name not available, use To Whom it May Concern),

After reviewing your (web site, job description, etc.), I am excited about applying for an internship position with (Organization Name). I am currently a student at the University of California, Irvine pursuing a (your major) degree. I have been selected to participate in the University of California Washington D.C. Academic Internship Program (UCDC) for spring quarter, and am available to intern from (start date) – (end date).

Now describe your specific interest in the position/field/organization, and how your background/skills/interests relate to that position/field/organization. **Be specific!** Pick out specific duties from the job description, and **make a connection** with something you have done in the past that has prepared you to do these tasks. It could be an example from a previous job/internship, a leadership position, something you did in a club or on a volunteer basis, something you've researched in a class, etc. If you do not have experience that directly relates, think about your transferrable skills – that is, skills you possess from a different experience that can apply/still be useful to this position. If they don't have a detailed job position, state why you want to work for their organization – **relating their mission/values/projects, etc. to your background and/or career goals. You must research the organization's web site and job description BEFORE writing this letter**, so that you can make specific connections in your letter. You need to tailor your letter to each organization you apply to. **Focus on what YOU will bring to the organization and position** – not what you want to get out of it. If you make any statements about your personal attributes – e.g. you're organized, mature, have a strong work ethic, etc. – back it up with a specific example that illustrates how you possess these attributes. Use action verbs to connect your experiences to the job description.

I have included my resume and look forward to talking with you in more detail about how I might contribute to your team. I will contact you in a week to follow-up on the status of my application (ONLY write this if you are really going to do it – which you should!) Thank you in advance for your consideration.

Sincerely,

Your name (signature above this, if you can scan your letter)

Attachment: Resume

Spell-check, proofread, and convert your cover letter and resume to .PDF before sending.

For more examples, the UCI Career Center guide is excellent:

<http://career.uci.edu/students/resume-cover-letter-examples/>