



UCDC Application Guide

Cover Letter/Letter of Intent

When applying to UCDC, you have the option of submitting either a **Cover Letter** or a **Letter of Intent**.

Why Choose a Cover Letter:

- Your cover letter will serve two purposes. You will use it to apply to internships in Washington D.C., and to apply to the UCDC program.
- If you have already applied to internships, you can use the same cover letter to apply to UCDC.
- This option is ideal because you do not have to write a separate letter to apply to UCDC.
- A cover letter should be specific to the role you are applying for; recommendations and samples are on page 2.

Why Choose a Letter of Intent:

- This option is good for students who have not yet written a cover letter
- A letter of intent will generally state your internship and/or research interests in Washington, D.C.
- A letter of intent can easily be adapted into a cover letter for applications.
- Many students find writing a letter of intent easier if they do not have a specific internship they wish to apply to.

Most students will submit a cover letter with their application, but either option is fine. We recommend submitting whichever is most convenient for you.

You can also get feedback on your application materials by contacting the UCDC Coordinator at ucdc@ucsd.edu

UCDC also hosts application reviews every quarter; contact us for more information.

Cover Letter Resources are from the Triton Career Guide: career.ucsd.edu

Page 2: Cover Letter Outline

Page 3: Cover Letter Sample

Page 4: Letter of Intent Outline

GETTING STARTED

First, do you have the right skills, abilities, and experience for the job? Second, are you interested in doing the tasks entailed in the job, and do you have the right attitude to work for the organization? Use the answers to write an original letter.

A cover letter:

- accompanies your resume and tells the reader why you are the best candidate for the job and why they should invite you for an interview
- focuses attention on specific experiences and skills from your resume that qualify you for a specific job or industry
- is a writing sample, so grammar, sentence and paragraph structure, spelling and punctuation are critical

Your Street Address
City, State Zip Code
Your Email Address
Your Phone Number

Date of Letter

Addressee's Name
Addressee's Position or Title
Company Name
Street Address
City, State Zip Code

Dear Mr./Ms./Dr. Last Name of Addressee:

(Note: If no name is available...use a generic title such as Human Resources (HR) Manager, Selection Committee, and Internship Coordinator or search their website for an HR contact)

Opening Paragraph

State the position for which you are applying; how you found out about it; and ask for consideration based on the skills and experiences you have to offer. If referred by someone, indicate by whom. Summarize the skills and experiences that make you qualified for the position.

Middle Paragraph(s)

In this section you want to build a connection between your background and the company's needs. Focus on your skills, education, and experiences as listed on your resume. Emphasize your strongest attributes that relate to the position for which you are applying. If you have any experience or education directly related to the position then highlight it here so the reader can look for it in your resume.

Closing Paragraph

Restate your interest in the position and demonstrate how your unique qualifications fit the position. Indicate that you would like to meet with them to discuss your qualifications further. Thank the reader for his/her time and consideration.

Sincerely,

{Your Signature}

Type your name

Enclosure

COVER LETTER SAMPLE

— 03 —

TO: HRJ@ GEN-PROBE.COM

SUBJECT: APPLICATION FOR R&D, MOLECULAR BIOLOGY (ID: 6387BR) INTERNSHIP

ATTACHMENT: MARIA RESEARCH RESUME

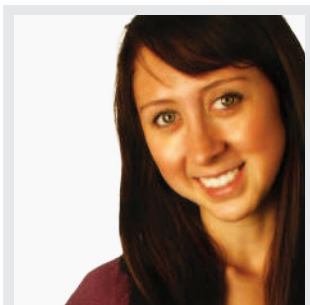
Dear Mr. Jones:

I recently learned about the R&D, Molecular Biology (ID: 6387BR) internship at Gen-Probe through UC San Diego's Career Services Center and would like to be considered for this position. After talking with Ms. Carson in the Research & Development Department about the internship and researching your company's goals for the future, I am certain that my lab experience and communication skills make me a strong candidate for the position.

Gen-Probe strives to improve the lives of individuals by creatively implementing new designs in molecular diagnostic products while maintaining an energetic and collaborative team environment. I believe that my problem-solving skills and innovative nature, coupled with my demonstrated lab experience, will enable me to help achieve your goals. As you can see from my resume, I have taken several relevant courses in Molecular Design & Synthesis, Cell Biology and DNA labs that have allowed me to practice techniques including sample preparation, analysis of reaction kinetics and plasmid preparation. Additionally, I have experience working with the American Heart Association, which allowed me to me work in a team environment. Through this experience, I was able to develop excellent communication and leadership skills while presenting our research results at a national conference.

I'd welcome an opportunity to talk further with you about how my skills and experience could benefit Gen-Probe. Please see my attached resume for further details on my qualifications. Thank you for your time and consideration.

Sincerely,
Maria Research
(858) 534-3750
student@ucsd.edu



NOTES

If the employer asks for an attached cover letter, then write it in letter format as shown in the outline. Otherwise, include the cover letter in the text of the email and attach your resume.

Unless an employer has specifically asked you not to include a cover letter, then feel free to provide one. It will show your enthusiasm to work at the organization, set you apart from the rest of the applicants, and allow you to showcase your skills.



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Your letter of intent will be used to apply to the UCDC program and as an outline for conversion into a cover letter.

You should address your letter of intent generally to the "Internship Coordinator."

You can focus your letter on a general career field or you can list specific organizations you wish to apply to.

Your letter of intent should not be more than one page.

Letter of Intent Outline

Name
Address
Email
Phone

Date

Dear Internship Coordinator:

Recommended topics to write about in opening paragraph:

- Type of internship you plan to seek
- Name the career field or organization with whom you are interested in applying and for which quarter
- Discuss how you think your career and academic goals will be supported by the experience

Suggested key points to discuss in body paragraph(s):

- Specific examples of technical or general skills, knowledge, languages, and experience relevant to the field
- Indicate how you can contribute your abilities and educational background to the organization or career field
- State what you hope to learn from the internship experience
- Discuss how you think your career and academic goals will be supported by the experience of the internship

Closing paragraph:

- Restate your interest in the position
- Inform reader of supporting documents enclosed
- Thank the reader for his/her time and consideration

Sincerely,

{Signature}

Name