



How to Create a Cover Letter

A good cover letter is an important part of the internship application process. Your cover letter may make the difference between obtaining an internship interview and having your resume ignored, so it makes good sense to devote the necessary time and effort to writing an effective cover letter. A cover letter should complement, not duplicate your resume. Its purpose is to interpret the data-oriented, factual resume and add a personal touch creating a critical first impression. Below is a step-by-step guide to writing a cover letter designed to help simplify what can sometimes seem a daunting task.

1. Start with your name in bold, 12-16pt font. Include your e-mail address under your name (11-12 pt font). This **exact** same heading, (including the same font, text size, spacing, underline, etc) should appear at the top of your resume.
2. Place your college address on the right of the paper and your permanent address on the left.
3. Use 11-12 pt font for the body of your document.
4. Begin the letter 'To whom it may concern'
5. The first paragraph should state what you are studying including your major, minor, and any concentrations, and give some indication of the type of internship you want. **Do not be too specific here and never mention the name of a specific company**, instead generally state what you are looking for. *Being too specific can greatly limit your possibilities and could cause you to miss out on a great internship.*
6. The second paragraph should give your reasons for wanting to do an internship in the fields you have listed on your application and why specifically in the country in which you will be interning.
7. The third paragraph should focus on your strengths. Any relevant academic experience and relevant work/internship experience should be covered, as well as any personal qualities you feel will be an asset to your placement.
8. Finish off with a short sentence thanking the reader for their consideration and time.
9. Be sure to proofread carefully for grammar and content. Also use spell check!
10. It is also good idea to meet with a professional development counselor on campus, who can assist you in this process.

Sample cover Letter

Suzie Sanchez

suzie@university.com

University
Street
City, State, ZIP

Permanent Address
Street
City, State, ZIP

To whom it may concern:

I am a senior at the university name studying for my Bachelor or Arts/Science in Public History with a concentration in Museum Administration, Archives, and Historic Preservation. I am excited about the prospect of completing an internship in London where I can learn more about the history of the UK and gain experience in a museum, historical site or an organization dedicated to the preservation of old buildings.

Having visited London in the past, I realize that it is one of the historical and cultural centers of the world with some of the finest museums and best-preserved monuments. I would like to learn as much as I possibly can about this field and to participate wherever possible. Whether it is in an exhibit design, collection storage, artifact acquisition or specific aspects of preservation, I am sure it will be beneficial to my studies and further my career aspirations in the field of museum administration. The opportunity just to interact with professionals from another culture alone would be of profound benefit and interest, as the world of museum administration has now become such an international field.

As you can see from my resume, I have already acquired a great deal of experience from my academic studies. My courses include the Principles of Anthropology, Archive Administration and Historic Preservation Planning. I also gained invaluable experience interning last summer with the U.S. Historical Site, where I helped with visitor inquiries, assisted with exhibitions and helped produce information sheets. You would find me a dedicated, enthusiastic and hardworking individual determined to gain as much as possible from my internship experience.

I thank you for your time and consideration and look forward to hearing from you in the future.

Sincerely,

Suzie Sanchez