

COVER LETTERS FOR INTERNSHIP POSITIONS

WHAT IS IT?

A letter written to accompany or "cover" your resume when mailing to potential internship sponsors. Never send a resume by itself.

WHY SEND A COVER LETTER?

- To tell an employer what kind of position you are seeking.
- To highlight the parts of your background that are especially important for the position.

MUST COVER LETTERS BE INDIVIDUALLY PREPARED?

Yes. Cover letters must be addressed to a specific individual whenever possible. If the information is available, be sure to use the exact spelling and correct title of the person.

HOW IS A COVER LETTER ORGANIZED?

Opening: a brief introduction explaining why you are writing and the type of internship you want. If someone referred you, mention it here.

Body: one to three paragraphs. Describe your qualifications for the internship including experience, academic background and personal qualities. Stress what you can **do** for the organization and why they should select you. **Be positive.** Don't apologize for what you haven't learned yet. Show why your qualifications are a good match for the internship. Choose a writing tone that is neither bragging nor overly modest.

Closing: discuss what will happen next. Request an interview and indicate when you are available. If you plan to phone, say so. Make it clear where you can be reached. Thank the internship sponsor for considering you. **Don't forget to sign your letter.**

HINTS

- Single space the letter; double space between paragraphs.
- Keep the letter to one page.
- Try to open with an interesting sentence. If possible, avoid the usual "I am a Drew University student majoring in....."
- Use perfect spelling and grammar. Eliminate trite phrases or long, rambling sentences. Be clear and direct.
- **PROOFREAD** and have others proofread for you. The Career Center and Internship Office will be glad to help.

Add this section for standard business letter format

C.M. Box 389
Drew University, P.O. Box 802
Madison, NJ 07940
March 1, 2015

Ms. Keisha Williams
Director, Human Resources
The Perkins Company
1147 Paul Revere Avenue
Boston, MA 03459

Dear Ms. Williams:

1st Paragraph:

I am applying for the underwriting internship advertised on the Drew University Internship website.

or

After reading the description of FBC Advertising on the Drew University Internship website, I would like to apply for an internship in the media department.

or

Mr. John Toriello, Director of Marketing, suggested that I contact you to explore a possible internship with Ajax Corporation.

or

Your internship listing for a sales associate on the Drew University Internship website especially interested me since I have held several sales positions.

2nd Paragraph (or more):

Body of the letter. Single space between sentences; double space between paragraphs.

Describe how your education, previous experience, activities, skills and personal qualities make you a good candidate for the position. Tell what you can do for the organization.

Closing Paragraph:

I will be visiting in Boston during my spring vacation and would like the opportunity to interview with you for a summer internship. I will phone next week with the hope of arranging an interview appointment.

or

I am available to interview for this internship at any time. Please phone me at 973-408-5389. I would be happy to provide you with any additional information you may need.

Thank you for your time and consideration.

Sincerely,

Joseph Park

Joseph Park

When e-mailing your resume and cover letter to an internship coordinator, put only the body of the letter into the e-mail message. Include your resume as an attachment.