

[Address]

[City]

[Date]

[Contact Name] if available

[Title]

[Company's Name]

[Company's Address]

[City]

Dear Sir/ Madam/ Mr/ Ms Last Name

APPLICATION: (write down the name of the internship) eg. HUMAN RESOURCES MANAGEMENT

When writing a cover letter, the first paragraph tells the employer why you are writing. You may include the name of a shared personal contact, if someone has referred you or recommended that you contact the person or the company. You can also include your college and status and short sentence on why you feel you are the ideal candidate for the internship/job.

The centre body paragraphs of a cover letter are an opportunity to tell the organisation what you offer. Read the internship/job description carefully if you have one and be sure to do some research on the company. Once you know about the position for which you are applying, you can target your cover letter to compliment your resume/CV by describing your relevant work or internship experience, coursework, volunteer and co-curricular activities, etc. Be specific and describe to the company how your skills will fill their needs.

The last paragraph should describe how and when you will follow up. It is recommended that the responsibility is yours to follow up unless the internship/job description particularly states no phone calls or emails follow up. If you are emailing your cover letter and documents, follow-up is generally sooner than if you are sending documents via mail.

Yours sincerely

[Signature]

[Name and Surname] (Mr, Miss etc)

NOTE:

End with Yours sincerely when you do indicate the name of the person in the address of the letter, eg. Dear Mr David.

End with Yours faithfully when you do not indicate the name of the person in the address of the letter, eg. Dear Sir/ Madam