

Cover Letters

- Many applications require a cover letter alongside a résumé.
- In your cover letter, write how you found out about the position (job openings, internships, and work study programs included), and express why you are interested.
- Be specific about your intentions. Are you looking for a full-time job after graduation, or do you want to bridge the summer break with an internship?
- The cover letter is your opportunity to interest the reader to read your résumé; therefore, make sure your paragraphs are well written.
- Bring attention to your education and employment history (college degrees, leadership experience in projects, etc.); especially mention those that are relevant for the position you are applying for.
- “Sell your skills!” Describe your personality, motivation, and enthusiasm! Let your future employer know who you are and why you are a good match for the position!
- Do not write about why the job position is good for you; instead, state what you can do for the organization.
- In a final paragraph, refer to things that are not mentioned in your resume (i.e., you would be available full-time, part-time, or also on short notice).
- Indicate that they are welcome to contact you if they have any questions regarding your cover letter or résumé (write your phone number and email address in the last paragraph!).
- Instead of closing your cover letter with “I am looking forward to hearing from you,” finish with a line that indicates your active engagement, such as, “I will follow up with you in two weeks”, or “I will call you in the next ten days to answer any questions you may have”. Mark this day in your calendar and make sure you DO make the call!
- Sign your cover letter by hand on the bottom of the page.

Cover Letter Sample

222 Aspirational Avenue
Anytown, VA 12345
(123) 321-3211
myemail@yahoo.com

February 2, 2010

Mr. Ebenezer Smith
European Union
Delegation of the European Commission
2233 M Street NW, Second Floor
Washington, DC 20022-3322

Dear Mr. Smith:

I am writing to express my interest in the Delegation of the European Commission Summer Internship Program. I will graduate from Northern Virginia Community College with an International Studies Associates Degree in May. I intend to supplement this degree with valuable internship experience before continuing my studies in Global Affairs at George Mason University this fall. I feel I have the necessary credentials for an internship with your institution.

While at NVCC, classes such as Intercultural Communication and International Politics sparked my interest to learn more about fields in Global Affairs. I am eager to broaden my knowledge in International Politics and Development, specifically with regard to U.S.-European relations. My future studies will focus on Europe and Foreign Policy. Therefore, the Delegation of the European Commission provides the ideal setting to gain invaluable experience.

As you can see from my résumé, I have been actively engaged in cultural exchange between my native Germany and the United States as an Au Pair for two years. I enjoyed introducing European culture to my host family and friends. I continue to work in the field of intercultural communication as a writing tutor at NVCC, helping to improve the writing of international students. I value being a member of the international community.

It would be a privilege to complete an internship with the Delegation of the European Commission. You may contact me at (123) 321-3211 or via email at myemail@yahoo.com if you have any questions. I will follow up with you in two weeks.

Thank you for your consideration.

Sincerely,

Marla Meyer

Marla Meyer