

Your name & contact information

Their name & contact information

Date

Subject: Position you are applying for

Dear [NAME]

Paragraph 1: Introduction

- Who are you? Why are you writing this cover letter?
- How did you learn about the organization/position?
- Thesis statement: Why are you a good fit for this position? List 2-3 skills.
Sample: „I have x, y and z skills, which makes me a good candidate for position X.“

Paragraph 2 & 3: Body

Why you are a good fit for this position why you want to work/intern at this organization

- Your top 2-3 core skills related to this position.
- Examples of these skills (relevant positions, coursework, etc.)
- How would these skills help you do the tasks required of the position you are applying to?
- Why should the company hire YOU?
- How is this internship helpful in your career plans? What do you want to learn at this internship and how is this useful for a future job?

Do not repeat your CV; expand on your resume & draw connections between your resume and the position you're applying for.

Paragraph 4: Conclusion

- Summarize why you're an ideal candidate
- State your interest in the position and next steps
- Thank employer for their consideration

Your signature & name