

Cover Letter Format: Internship



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Mr. John Doe
Graduate Recruiter Coordinator
SciTech Corporation
100 St. Kilda Road, Suite 714
Melbourne, VIC 3000

Dear Mr. Doe,

First paragraph

Introduce yourself by stating your degree/major and the year in which you will graduate. Specify the type of position you are seeking (e.g. internship, hours). Tell why you are particularly interested in the company, type of work, or location.

Middle paragraphs

Outline your relevant qualifications, work/volunteer experience, extracurricular activities, training and achievements and link these along with any relevant skills.

Don't assume that an employer will automatically read your resume AND cover letter. Always include your key selling points in both of these documents.

Summary paragraph

Summarise why you are the best fit for the company and how your skills will meet their needs. (Tip: you could summarise the 3 best things about you that make you most competitive for the internship and how these things will allow you to make an impact/get results in the role.)

Closing paragraph

Close by stating your desire for an interview.

You may say that you will call in a day or so to request an appointment. Thank them for considering your application; tell them that you have attached a copy of your resume and host employer information, and a positive statement about discussing your application and the position further at an interview.

Yours sincerely,
Jane Do