Tips for Writing an Internship Placement Cover Letter

If well written, a cover letter can help a student stand out from the rest. This is your chance to impress upon the internship employer that while you may not have related employment experience, you do have academic training in related disciplines that will be of benefit. If not given much attention, a cover letter runs the risk of getting overlooked. Here are some tips for getting your cover letter read and creative ways to bring out your personality.

Grammar and Spell Check
If you don’t bother reading over your CV for grammatical and spelling errors, then chances are that an employer won’t bother reading through your CV either. Remember, it only takes a few seconds to hit the spell check button and a few additional minutes more to read through your CV to make sure it sounds right.

Who to Address the Cover Letter to
Rather than making the mistake of addressing your cover letter to the wrong person and possibly offending someone (people can be touchy), it’s best to keep it general. “Dear Hiring Manager” will do.

Keep it Concise
Like your CV, employers will become instantly uninterested reading something that goes on and on. The trick is to keep it quick and to the point. Only give information in regards to employment and education that is related to the discipline of the internship. Your cover letter shouldn’t be any longer than three paragraphs.

Explaining Your Skills Without Repeating Your CV
When writing your cover letter you will want to point out a few skills and past work experience that sets you apart from the rest. Please list the skills and experience that are related directly to the internship placement that interests you. Be careful not to repeat what is already in your CV. Give the employer a taste of your personality by showing him/her why you are interested in the placement that you’re applying for, and why you feel qualified.

Please also note any educational experience that is relevant to your desired placement. This could include courses that are particularly related to your placement.

A Strong Closing
Remind the reader why your skills and/or experience make you a good candidate for the position, and that you look forward to hearing from him/her soon. It is important that you underscore your academic and, if possible, employment experience that is related to the position. Keep your cover letter concise and don’t feel the need to include detailed information on items that are not related to the internship placement. A strong closing shows confidence that you will get a call back.