

# Name and surname

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Name, Surname  
Address  
Mail  
Phone number  
Skype number

November 15, 2013

Looking for a 6 months internship in Marketing/engineering/.... Beginning in January 2014

Dear Sear, Madam,

## Paragraph 1 – Presentation

Tell the employer why you are writing. You can include your degree and a **short** sentence on why you feel you are the ideal candidate for the internship.

Example: currently in a master degree in marketing, I am looking for an internship in marketing. Doing an internship would enable me to practice what I have learned in my school and during my previous professional experiences.

## Paragraph 2/3 – Your experience will fit with what they need

The middle paragraphs of a cover letter are an opportunity to tell the organization what you have to offer. You can now target your cover letter to compliment your resume **by describing your relevant work or internship experiences briefly, coursework, volunteer and co-curricular activities**, etc. Be specific and describe to the company **how your skills will fill their needs**.

Example: my experience in the company XXX permitted me to know how to deal with customers and how to deal with complain. I know now how to manage problems (don't copy, it's an example: if it is not true, don't say it)

## Paragraph 2/3 – your strengths/advantages/qualities

Describe how you fit their criteria in general. Paint a picture of your package that you bring to the job. You can demonstrate your motivation– **give concrete evidence of your qualifications**. Refer to your CV. Tie your skills back to the needs of the current position and company you are applying for. Give your qualities (try to focus on useful qualities you need for the post you apply for)

Example: my experience in the company XXX permitted me to acquire independence and open autonomy (don't copy, it's an example: if it is not true, don't say it)

**Paragraph 4** – remind what you said before:

Example: I would be really happy to work in your company for a 6months internship in the marketing area. It would perfectly fit my professional goal.

If you want more details on my profile, please call me, or send me an e-mail, I would be happy to answer.

Thank the company for the time they will spend on your profile.

Yours Sincerely

Name and surname

NOTE: don't lie in your resume or cover letter. Be sincere and try to show you are the best candidate for the company...without saying it !!!