

# Cover Letter: Directions & Template



INTERNSHIPS & SERVICE-LEARNING

AFRICA ASIA EUROPE LATIN AMERICA MIDDLE EAST PACIFIC

Your resume and cover letter are your first introductions to a company. They should complement one another by using a consistent style and format. Cover letters allow employers to briefly sample what qualifies you for the position to which you are applying. By spotlighting your skills and experiences, you can tailor your cover letter to fit the type of internship for which you are seeking. Normally, you would tailor a cover letter to a specific job, but here you will tailor it to the field of study. Regardless, **your goal is tell an employer why they should hire you and how they will benefit from hosting you—not to describe how you will benefit from the internship.** A dynamic cover letter will make a great first impression before you even have an interview.

[Watch our video](#) on how to make your resume and cover letter stand out.

Using the template provided below as a reference, please upload your cover letter in **PDF format. This template is specific to a typical cover letter in New Zealand.**

Multiple submissions are allowed following the advising session with your Program Manager.

## Your Cover Letter Should:

1. Be only one page in length.
2. Be addressed to potential employers (**NOT ISA**). Ex: "Dear Hiring Manager"
3. Describe the qualifications you possess that match the qualifications required for the type of internship you are hoping to be placed in.
4. Try to feature conversation starters that prompt a possible interviewer to ask more questions.
5. State only your best qualifications through evidence.
6. State unique qualifications you possess that other applicants may not have.
7. End on a positive note: "I would welcome the opportunity to further discuss my qualifications as they relate to a potential internship with your company."
8. Always be sent as a PDF file. This ensures that formatting will stay the same regardless of the user's software.

## QUICK TIP:

Retire your @yahoo.com or @hotmail.com email addresses. Open a Gmail account that has your name and avoid any numbers that would age you (birth year, graduation date).

It's time to get a professional email address.

# Template Cover Letter: New Zealand



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AFRICA ASIA EUROPE LATIN AMERICA MIDDLE EAST PACIFIC

FirstName LastName

Universtiy

Contact Phone (with Country Code!)

Contact Email [9]

Dear Sir/Madam,

I am interested in applying for an internship in *field of interest* [1], as I believe it will combine the skills I have learned at my university as well as my previous work experience.

In my resume you will see that I have: [2]

- Management experience
- Solid customer service skills
- Effective multi-tasking ability
- Experience fundraising for multiple organizations [3]

I hope to utilize my current skill set to assist your organization as a *field of study* intern. In addition to the above detailed skill set, I am a dedicated and enthusiastic worker. Therefore, I hope that you will consider my application for an internship at your organization [4]. Please see my attached CV for more information [5].

I look forward to the opportunity of an interview, to see if you agree that my qualifications will be a match for an internship position [6].

Thank you for your time and consideration [7].

Sincerely,

*Signature* [8]

GivenName FamilyName

## [HELPFUL HINTS]

1. Write your cover letter to your future internship site. **Do not** write your cover letter as if to *International Studies Abroad (ISA)*.

2. New Zealand cover letters are typically short and often bulleted. List a few skills you want to highlight.

3. Be honest about your skillset.

4. Be Flexible! Remember an internship is an opportunity to learn and develop experience and skills for gaining entry level work.

5. Briefly mention that you would like to utilize your skills on the organization's behalf. Add a few highlights on how you will contribute to an organization and your unique qualifications. Show that you will be a beneficial addition to the organization!

6. Close with a leading statement on hearing back from the organization.

7. Be sure to thank the reader!

8. Have an image of your signature ready and add it into the document. A personal signature provides a good impression. Remember to also type your name underneath.

9. Make sure you CAREFULLY proof-read your letter for any and all potential errors. If possible, get someone else to review it for you as well. (Note: The "Universtiy" typo is an intentional error, as an example of how easy it is to occur. This type of error should not happen! Feel free to make the cover letter your own, using the template as a guide.