

 Navigate

Step By Step Guide

A good cover letter should answer 3 questions -

1. Who are you and what is the purpose of this email?
2. What is your motivation behind applying for this role?
3. Why should you be hired for this role?

As you can see, these are very specific questions that need to be answered basis your own personal experiences, aspirations, prior knowledge & skills. Hence every cover letter is unique and no two students' answers to these questions can be same.

TIP

Why should you be hired for the internship? is a question that you need to answer everytime you apply for an internship on Internshala. Answer to that question also follows the same logic as cover letter.

Let's work with an example.

SITUATION

Assume that you are Vikram Shah, a Computer Science student at XYZ Engineering College in Bangalore and are applying for a Mobile Application Development internship with Internshala.

1. Who are you and what is the purpose of this email?

Answer to this one is rather straight forward and you can just state the facts. For ex -

'My name is Vikram Shah. I am a pre-final year B.Tech Computer Science & Engineering student at XYZ College in Bangalore. I am writing to you to explore if there are any internship opportunities available in your mobile application development team for which I may be considered.'

2. What is your motivation behind applying for this role?

This requires a bit of soul searching. The primary (or one that you can safely mention) motivation behind an internship application is to either learn (other than side benefits of experiencing a new culture and stipend) a new subject/skill or deepen your knowledge of an existing subject area. It would help if you can give some background on how did you develop an interest in this field (could be coursework, a seminar, spare time reading, a prior project etc.) and how this internship fits into what you want to do in next 1-2 years or long term. Also indicate, why in particular you want to work with this particular company. Based on these factors, a sample answer to this question can be as below -

'I was first introduced to programming in the 1st year of my college when I learned to write simple

programs in C language. I was fascinated by the power of computers and how they can simplify a human being's life and bring change all around us.

Inspired by the startup success stories, I started learning Web Development and designed a few websites for my college in the 2nd year. In my 3rd year, I learned about Android Application Development. Given the rising penetration of smartphones in India, I realised mobile apps can take the benefits of technology to the masses faster than the web and hence I have decided to pursue my career in this field.

As a user of Internshala, I love the idea and how it has simplified internship search for millions of students. A senior of my interned with Internshala previously and had great things to say about the work culture of Internshala. I would love nothing more than getting a chance to polish my app development skills in such an environment.'

3. Why should you be hired for this role?

This requires understanding of what skills, behavior traits, and subject knowledge the job/internship demands and how you fit the bill. One way to understand it is to put yourself in the recruiter's shoes and ask if you were hiring someone for this role, what would you look for in the candidate. Closer the match between what the role demands and your skills, higher would be your chances. A sample answer to this question may be as below -

'Other than an above average academic performance (my CGPA is 8.5) throughout, I have built a few small scale Android apps already (links in my resume) and have a thorough understanding of the basic principles and the required technology framework. I noticed that Internshala has just launched its Android app and there are so many functionalities that we could add (a chat option with recruiters, for example, will be great) that I would be happy to get a chance to work on. If nothing else, I am happy to just be around the technology team and help them with day to day work and learn in the process.'

Now, let's put it all together

Dear Aastha,

Hope you are doing well.

My name is Vikram Shah. I am a pre-final year B.Tech Computer Science & Engineering student at XYZ College in Bangalore. I am writing to you to explore if there are any internship opportunities available in your mobile application development team for which I may be considered.

I was first introduced to programming in the 1st year of my college when I learned to write simple programs in C language. I was fascinated by the power of computers and how they can simplify a human being's life and bring change all around us.

Inspired by the startup success stories, I started learning Web Development and designed a few websites for my college in the 2nd year. In my 3rd year, I learned about Android Application Development. Given the rising penetration of smartphones in India, I realised mobile apps can take the benefits of technology to the masses faster than web and hence I have decided to pursue my career in this field.

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Could you please let me know if there are relevant openings for summer interns in your team that you may consider me for? My resume is attached with this email for your kind perusal. I will be happy to provide any more information that you may need. I look forward to hearing from you.

Warm regards,

Vikram Shah

3rd year B.Tech Computer Science & Engineering, XYZ College

Phone - +91 - 1234567890

Github - (include link to Github profile if available)

Extra Read

- An applicant's honest cover letter for an internship at a bank in the Wall Street (<http://www.forbes.com/sites/crossingborders/2013/01/16/wall-street-bosses-are-calling-this-the-best-cover-letter-ever-but-not-everyone-agrees/#39e8ed902891>)
- A creative cover letter we received at Internshala (<http://blog.internshala.com/2013/07/applicant-cover-letter/>)
- The art of emailing professors to secure a foreign internship (<http://blog.internshala.com/2014/12/how-to-email-professors-abroad-internship/>)

(content.php?topic_id=154&module_id=9&course=finishing_school)

internshala.com (<http://internshala.com>)

