COVER LETTER: Why is it necessary?

The cover letter gives you the opportunity to introduce yourself to a company and clarify your goals and qualifications for a specific internship.

Your letter should:
- be clear, well-organized and relevant
- be written in English
- show your interest, qualifications and applicable special skills (*e.g. programming languages or other)*
- contain your contact details and how best to reach you

The cover letter is your first chance to encourage the recruiter to read your resume and request an interview.

1) State the purpose of your application.
From the first lines of your letter, you must state the purpose of your application in very specific terms and, if possible, show your familiarity with the company or institute in question.

2) Introduce yourself.
Give applicable background information on yourself without simply repeating your resume.

3) Articulate your specific interest.
In this paragraph explain why the company or institute attracts you, what about the project interests you and how your goals align with those of the company or project. What qualifications and abilities of yours could be an asset?

Desired position: integrate the elements of the internship, specifying what motivates you in the project along with your applicable strengths.

Polite tone: Be *courteous* and *polite*
Always end your letter by stating that you remain available to the recruiter for more information and conclude with the standard salutation: "I remain at your disposal for any further information you may require or an eventual interview. Yours sincerely,"

> **Ask your family and friends to proofread your cover letter. Re-read and revise it several times; your cover letter must be perfect!**