Preparing a Cover Letter for an EPA Internship

Keep in mind that all cover letters are sent directly to potential supervisors of internships at the organization where EPA hopes to place you. Your one page cover letter, therefore, is one of the most important aspects of your application, more so perhaps then your résumé or your transcripts. Think of it as a cover letter you would write if applying for a job. You are introducing yourself and in a sense "selling" your qualifications for the position. A well written, well thought out cover letter will help EPA in matching you with a supervisor and give the supervisor an indication of your aspirations and abilities.

Resources Used:
http://www.rochester.edu/careercenter/pubs/students/Internship/F2J10Steps/F2JStep2.pdf
http://www.eutraining.eu/tipstricks_details/what_eu_job_applicants_should_always_keep_in_mind

Formatting
It adds to the professional presentation of your résumé and cover letter when both documents have similar headers that include your name in bold, address, email and phone number. Don’t forget to add “USA” to your address. Remember the organization you are applying to is not located in the United States.

Ex.

POLLY SCIENCE
University of Rochester CPU 888888 • Rochester, NY 14627 • USA • (585) 555-1111 • ure008g@mail.rochester.edu

Salutation
• Since the letter may be distributed to more than one organization, please use the salutation, “To Whom It May Concern.”

Opening Paragraph
• Describe why you are interested in an internship in Europe
• List the your current areas of study and the type of internship you are interested in.
• Since the cover letters may be sent to multiple organizations, do NOT make reference to specific companies or agencies.
• Briefly state what you hope to learn from interning in Europe and how that will benefit you.

Possible Sentence Starters:
• I am especially interested in an internship in (City)______ in the field of ___________ because it will broaden my perspective on/ develop my skills/ give me a better perspective on ____________.
• As a student at XYS College pursuing a degree in __________ and an avid (proponent of women’s health, follower of int’l politics, etc.), I believe I am a strong candidate for an internship position in the field of ________.
• As a (marketing, research, congressional, etc.) intern with (name of organization) I have gained valuable experience in ___________________ that makes me a solid candidate for an internship in ________________.
• I am eager to apply for the position of ________________ because I believe I have the_____that it takes to be a successful intern in the field of ________
Body

- Detail the experience you have and the skills you can bring to the organization.
- Demonstrate that you not only have a clear understanding of the issues involved in your field, but that you possess the skills and experience required for the internship. *(This can include volunteer/unpaid experience and coursework.)*
- Highlight one or two of your accomplishments or abilities that show how you are an excellent candidate for the position.
- Also indicate some flexibility and willingness to learn and try new things.
- Write in terms of what you can offer the organization, rather than who you are and why you are fantastic.

Possible Sentence Starters:

- My experience in_______, obtained working at _________, will enable me to make a positive contribution to your organization.
- Throughout my undergraduate studies I have demonstrated skills and abilities in _______ that are what the position of___________demands.
- I can contribute to your organization’s effectiveness by_____.
- My previous success in___________________has proven my ability in________.
- To highlight some of my accomplishments, I have_______.
- Working with__has strengthened and improved my (analytical, research, interpersonal, organizational, etc.) and (analytical, research, interpersonal, organizational, etc.) skills, and will help me contribute positively to your organization.
- I am confident that I can be a valuable asset to your organization because_____.
- Having learned _______during my ________ position/internship in the _______ field, I can confidently ________.

Last Paragraph

- Clearly state your future goals and what skills and experience you hope to gain from this internship that will contribute to those goals. *(Please do not make your goals seem too ambitious. Europeans are much more modest than Americans when listing goals.)*
- Example: You can say that you hope to have a career in politics, but do not say that you hope to be President or a great world leader. Likewise, you can say that you hope to work in management, but do not say that you plan to be CEO of a Fortune 500 company.
- Thank the reviewer for considering you for the position and point them to your résumé for more details.

Possible Sentence Starters:

- I am eager to use my skills in ___________ to work in (city) as an intern in the field of ________.
- I feel that my_______and____ make me a strong candidate for this position, and I look forward to the possibility of an internship in the ______ field.
- I hope the skills, knowledge, and experience I have will contribute to the workplace, while I also gain knowledge in a new and different environment.
- Please refer to my attached résumé for more details about my experience, qualifications, and skills.
- Thank you for considering me for this internship position.

Closing

- Please remember to use a business letter closing with your name:
  - Use Best regards, Respectfully, or Sincerely, ... and your full name

*Remember to write thoughtfully, clearly, logically, and please, PLEASE, show that you are proficient in written English and grammar.*