

How to Write a Cover Letter

ENGLISH



SAMPLE LETTER

Darcee Caron

+33 01 40 62 06 25

dcaron@aup.edu

254, boulevard de Paris, 75023 Paris, France

Today's date

Re: Application for Digital Communications Intern position

Dear Ms. Smith:

As a Global Communications student at The American University of Paris (AUP), I am excited to apply to become your next Digital Communications Intern at Such&Such PR Agency. My professional goal is to eventually run digital communications at a PR agency, because I am passionate about this constantly evolving field. I will be a perfect fit for this internship – allow me to tell you why.

Your internship posting mentions that you are seeking candidates with social media experience and strong copywriting skills. My most recent professional experience was an internship with TechStartup as a Social Media Manager. In this role I created and rolled out a social media marketing strategy, part of which included the creation of shareable images and the use of Adobe Photoshop. You can find examples of my work on the company's [Twitter](#) and [Instagram](#). To view samples of my writing skills, I invite you to visit my dedicated page on the student-run [Peacock Plume website](#).

Such&Such PR Agency's groundbreaking work with global clients is of strong interest to me, and I would appreciate the opportunity to meet with you to discuss what I can bring to this position. I am available to begin working full time as of mid-May. As a current student, I am perfectly capable of furnishing the requisite *convention de stage*.

Thank you for your consideration. I look forward to hearing from you soon.

Sincerely,

Darcee Caron

3-Paragraph Formula

1. The opener: Why are you writing?

- Address the letter to an actual person. If that is not possible, be creative: "Dear Such&Such PR hiring Team" or "Dear Recruiter."
- Mention the position you are applying for.
- Say something about your current situation that is relevant to the position; link the position with your career or educational goals.

2. The sell: How are you qualified?

Pick 2-3 qualifications sought or tasks listed in the offer, mention them and use one of your experiences to illustrate how you are qualified.

NO:

I am very motivated and work well under pressure.

YES:

The fact that I built and rolled out a social media strategy for a rapidly growing startup is testament to my motivation and ability to work well under pressure.

3. The close: Why them? and When can you start?

Why is this organization and position a good match for your interests? Let the employer know when you are available to begin, and suggest a meeting to discuss the position further. You may also want to indicate your student or work permit status.

SAMPLE SENTENCES

FIRST PARAGRAPH

“I am writing at the suggestion of Professor _____, who felt that your company may be in need of an intern. I am currently...”

“As a recent graduate in International Economics from The American University of Paris with trading experience, I believe my profile may be of interest to you.”

“I am interested in being considered for an internship in the YYY department of XXX (name of company). I am currently a junior at The American University of Paris majoring in _____ with a concentration in _____.”

SECOND PARAGRAPH

“I have an international background and a strong interest in business. I speak four languages and am at ease in a multicultural environment, having lived in Germany, France, Lebanon, the UK and the United States. My career goal is to work in management consulting.”

“I am majoring in International and Comparative Politics at The American University of Paris. Working at XXX would allow me to continue developing my professional skills in a large international organization.”

THIRD PARAGRAPH

“I believe that my profile and aspirations make me a good match for a dynamic, global corporation such as XXX. I am available for full-time work from June 1 to August 31. I look forward to hearing from you. Thank you for your consideration.”

“Given my international background, experience in fashion sales, and strong language skills, I am confident that I would make an excellent addition to your marketing team. I am available to visit (location) for an interview at my own expense. I would appreciate the chance to meet with you to discuss what I could bring to your company.”

TIPS, TRICKS, AND RESOURCES

BE CREATIVE!

You can use tools such as Canva or Novoresume to create a letterhead that matches your resume and expresses your personality. It's a great way to make your letter stand out!

WATCH OUT FOR UNNECESSARY WORDS

Words such as very, really, just, rather, and quite only take up valuable space you could be using to market yourself.

"Strong writing is concise and clear. Ideally, when writing, you'll use as few words as possible to convey your message as clearly as possible".

Read full article on Vault.

STILL HAVE QUESTIONS?

THE CENTER FOR ACADEMIC, CAREER, AND EXPERIENTIAL ADVISING (ACE) IS HERE TO HELP!

Check us out on AUP Engage!

TAILOR YOUR LETTER

As you apply for similar positions, many elements of your cover letter will stay the same. However, never just use a stock cover letter for multiple positions. Make sure to personalize each one!

WANT COUNTRY SPECIFIC INFO?



Check out the GoinGlobal career guides for cover letter writing tips for countries all over the world, including the U.S., Australia, the UK, and Canada. Available through the AUP portal.

FOR MORE COVER LETTER WRITING TIPS GO TO...



"The Vault Guide to Resumes and Job-Hunting Skills, Second Edition"

Available through the AUP portal.