

Full Name | Street Address | City, Country | Telephone Number with Area Code | E-Mail Address

Contact Person  
Their Title  
Company/Organization  
Address  
Postal Code, City  
Country

Place, Date (ie: Dresden, March 15, 2015)

Subject line: **Application for an internship position within your organization.**

Dear \_\_\_\_\_,

Always use the hiring person's name, however, if you do not know their name use their job title, for example "Dear Hiring Manager". Otherwise you may address the letter with "To whom this may concern" but it is much less likely to be successfully passed on.

1<sup>st</sup> Paragraph: **What is ASiiA? What position are you applying for? Why did you choose THIS organization?**

- Explain why you are contacting them, for example:
  - As an Alberta-Saxony Intercultural Internship Alliance (ASiiA) participant, I am eager to find an employment opportunity in Alberta/Saxony in the field of....
  - Specify the internship start period and the duration you wish to work for this organization (minimum 12 weeks).
- Describe why you are interested in an internship with this company **specifically**. Make it personalized; this is what will set you apart as an interesting candidate!
- **Demonstrate that you have done your research about this organization.** You can look into the company's Mission & Vision Statement, previous involvement of the company or company history to find a reason to connect to the organization or company.

2<sup>nd</sup> Paragraph: **Why should the organization select YOU?**

- Discuss your academic background, relevant work experience and appropriate personal qualities/skills that make you stand out.
  - "As you can see in my attached resume, I have experience in..."
- Explain what you would like to do in terms of tasks and describe your learning objectives.
- Be concise and focus on the position you are applying for.
- Balance warmth, and enthusiasm while maintaining professionalism.

3<sup>rd</sup> Paragraph: **Take initiative**

- Offer the potential employer the possibility of a Skype or telephone interview.

I thank you for your time and consideration,

Full name



Be sure to insert both your cover letter, résumé (CV) and other application material in one PDF file to save the employer time and energy from opening each attachment separately.

### Formal Criteria for your Cover Letter:

- Your letter should be written in English
- The format should be a standard professional cover letter
- Your letter should be no more than 2 pages, no less than 1

### Content Criteria:

- The subject of the cover letter is an application for an ASiiA Internship
- Please include relevant internship experience from previous internships as well as any experience living abroad.
  - ❖ Connect the internship to your studies. What knowledge and experience did you receive in your studies, how will this further your career
- Include volunteer experiences that relate to the internship
- Include personal goals you wish to achieve through your chosen placement
- Include what you would like to focus on in your placement with connection to your studies.
  - ❖ Example: Electrical Engineering (Elektrotechnik) → Microelectronics, Programming, Prototype Development, etc.
- Please include your thoughts on the host country/region and what career opportunities are possible for you after your internship.