

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

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

Place, Date (ie: Dresden, June 26, 2013)

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 person as "Sir, Madam or Dr/Professor", but it is much less likely to be successfully passed on.

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

**** Be sure to attach your ASiiA acknowledgement letter separately that was given to you by Nancy at the pre-departure orientation.**

- 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 in the field of _____ .
 - Specify 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.**

2nd 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.

3rd 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 and resume (Vita) in the same PDF document to save the employer time and energy.**