

GUIDE TO WRITING A COVER LETTER

A well written letter of objectives will enhance the chances of securing a high-quality internship placement. Professional objectives are to be no longer than one page in length and should exclude all information not pertinent to the work placement e.g. family details, education prior to high school and extra curricula activity not related to your field of study.

IMPORTANT NOTE

Please do not copy the below template exactly as it is, be creative and personalize your Letter. This template is mainly to give you an idea of how a Letter should look like.

- A Letter is personal and must show your personality
- Do not copy your friends or family's Letter of Objectives
- This Letter must present your objectives for the internship
- A letter of objectives should not be longer than 1 page
- Insert a professionally presented photo
- Send your Letter to Dargui as a Word document

COVER LETTER

GUIDE TO WRITING STATEMENT OF PROFESSIONAL OBJECTIVES

- 1) Heading:
 - Intern Name
 - Address
 - E-mail
 - Current professional photo
- 2) Introductory Paragraph:
 - Introduce yourself
 - Cover your educational achievements or background
- 3) Professional Achievements:
 - Describe your past and current professional achievements
 - Outline the duties that you were responsible for
 - What did you learn from this experience?
- 4) Internship Objective:

Note: This may be covered in bullet points

 - Explain why you are hoping to complete an internship
 - o Is this a requirement of your university course
 - o Is this for professional development?
 - o Is this to enhance your English skills
 - Outline the field you are interested in working in and clearly explain the relevant skills that you have related to this field
- 5) English Skills:
 - Give a brief overview of your current English language level, including your written and oral skills
 - Outline how long you have studied English for and if you have lived in an English speaking country for any length of time
- 6) Conclusion:
 - Thank the reader for taking interest and once again reaffirm your interest in taking an unpaid internship in your field of studies in USA.