

Tips for writing your Cover Letter and Resume*

Cover Letter

Your cover letter is probably the most important document that you will provide with your internship application. Your cover letter should not be geared toward a specific internship site or location, but rather should be general enough to be used for various sites. Your cover letter should focus on the specific field in which you are interested and on the various types of learning outcomes you would like to achieve during your internship. Also, let the reader know why you want to intern abroad. You can use a general salutation such as "To Whom it May Concern". If you are having trouble narrowing down the industry or duties that interest you, we encourage you to seek the advice of your academic advisor or internship coordinator at your home university.

Resume

Your resume is also a key element in the application process. It is important that you show your possible internship host what relevant education, interests, and experience you have to support your desire to intern in the field that you have chosen. Almost every U.S. and Canadian university or college has a Career Services Department. They can be an excellent resource for critiquing resumes and cover letters. There are also numerous books on creating resumes as well as online websites that focus on this topic.

References

You will need to submit a letter of reference with your application. This letter can come from professors, advisors, current/previous employers, or any combination of the three. Letters should be submitted on official university or company letterhead and addressed "To Whom It May Concern".

- **Spelling and Grammar** - The internship sites do take notice of spelling and grammatical errors. It is very important that you take the time to proof your documents.
- **Thoughtfulness** - Ask yourself if your cover letter sufficiently explains your goals. Keep in mind that the internship sites will read these documents and consider them in their decision.
- **Relevant Education/Experience** - Do you have the educational background in the field in which you want to intern? In most cases, the internship sites look to host interns who are obtaining a degree in a field related to the placement.
- **Honesty** - It is always best to be honest about your level of skills. The internship sites accept students based on the information in cover letters and resumes. Providing false information could result in serious ramifications, including termination of your placement and cancellation of your internship visa. Also, it is best to indicate any special needs or disabilities so that the appropriate arrangements can be made with the internship site.

*from ISA