



## EPA COVER LETTER

As you begin to write your cover letter, keep in mind that all cover letters are sent directly to potential supervisors of internships at the organization where EPA hopes to place you. Your one-page cover letter, therefore, is one of the most important aspects of your application. You are introducing yourself and "selling" your qualifications for the position. A well written, well thought out cover letter will help EPA in matching you with an organization and give the internship supervisor an indication of your aspirations and abilities.

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## GUIDELINES

### Formatting

- Change the print format from US Letter size to A4 if possible.
  - MacOS: Page Set-Up/Size; Windows: Page Layout/Size
- Write a one-page, single-spaced business letter.
- Save the document in PDF format.
- *Label the cover letter **LastName\_CL.pdf***
- *Proofread to be sure that the letter is free of spelling and grammar errors.*

### Header

- Create a nice-looking header that includes your name in bold, university, personal email and phone number. (See CV Template for example.)
- Use the header for your CV/Résumé as well.

### Salutation

Since the letter may be distributed to more than one organization, please use the salutation: **"Dear Sir/Madam,"**.

### Opening Paragraph

- List your current areas of study and the types of internship you are interested in.
- Describe briefly why you are a good candidate for an internship in London, Brussels, etc.
- Since the cover letters may be sent to multiple organizations, do NOT make reference to specific companies or agencies.
  - You can say that you would like to work for the European Parliament, but please do not include the specific office.

### Body

- Detail the experience and the skills you have.
- Explain why that experience and those skills will benefit an internship provider. I.e. What can you bring to the job?
- Demonstrate that you not only have a clear understanding of the issues involved in your field, but that you possess the skills and experience that are needed for the internship.
- Highlight one or two of your accomplishments or abilities using examples that show why you are an excellent candidate for the position. It is ok to mention special interests here and how they might relate.
- What other skills do you bring to the position of intern e.g. languages, IT, social media etc.
- Refer to non-academic or job-related activities, e.g. sport, music, theatre, etc. if you can demonstrate the way in which they strengthen your profile (i.e. by enhancing/demonstrating your discipline, teamwork, motivation etc.)

## Last Paragraph

Summarize why you are a good candidate for this internship. You can say that you would be a strong candidate, but ***please do not say*** that you would be the “best” candidate. (Europeans are much more reserved than American.)

Indicate your flexibility and willingness to learn new things and adapt to new situations and talk briefly about what you hope to gain from the internship.

Thank the reviewer for considering you for the position and point them to your CV for more details.

## Closing

Please remember to use a business letter closing with your name:

Use “Yours faithfully,” or “Yours sincerely,” ... and your full name.

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## **Resources:**

<https://drexel.edu/scdc/professional-pointers/application-materials/cover-letters/>

<https://www.furman.edu/career-services/wp-content/uploads/sites/81/2019/10/Cover-Letter-Guide.pdf>

<https://www.rochester.edu/careercenter/resources/cover-letters.html>

<https://www.rochester.edu/careercenter/resources/personal-statements.html>

<https://www.skidmore.edu/career/docs/2019ResumeGuideAllStudents.pdf>