



## 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 in a sense "selling" your qualifications for the position. A well written, well thought out cover letter will help EPA in matching you with a 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 with block formatting - rather than left justified formatting.
- Save the document in PDF format.
- Check the PDF to be sure the formatting saved properly, there are no spelling or grammar errors, and that there is not a 2nd blank page.
- Label it: *LastName\_CL.pdf*

#### Header

- Create a nice-looking header that includes your name in bold, university, address, personal email and phone number. (See CV Template for example.)
- Add USA after the zip code in your address.
- 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: **"To Whom It May Concern."**

#### Opening Paragraph

- List your current areas of study and the type of internship you are interested in.
- Describe briefly why you are a good candidate for the internship.
- 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.)

#### Possible Sentence Starters:

I am especially interested in an internship in (City)\_\_\_\_\_ in the field of \_\_\_\_\_ because it will broaden my perspective on/ develop my skills/ give me a better perspective on\_\_\_\_\_.

As a student at YYS College pursuing a degree in \_\_\_\_\_ and an avid (proponent of women's health, follower of int'l politics, etc.), I believe I am a strong candidate for an internship position in the field of \_\_\_\_\_.

As a (marketing, research, congressional, etc.) intern with (name of organization) I have gained valuable experience in \_\_\_\_\_ that makes me a solid candidate for an internship in \_\_\_\_\_.

I am eager to apply for the position of \_\_\_\_\_ because I believe I have the \_\_\_\_\_ that it takes to be a successful intern in the field of \_\_\_\_\_.

## Body

- Detail the experience and the skills you have.
- Remember to talk in terms of what you can do for the organization rather than what they can do for you.
- 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. (*Refrain from using examples from athletic or religious organizations. Europeans do not talk about these in cover letters.*)
- Write in terms of what you can offer the organization, rather than who you are and why you are fantastic.

### Possible Sentence Starters:

My experience in \_\_\_\_\_, obtained working at \_\_\_\_\_, will enable me to make a positive contribution to your organization.

Throughout my undergraduate studies I have demonstrated skills and abilities in \_\_\_\_\_ that are what the position of \_\_\_\_\_ demands.

I can contribute to your organization's effectiveness by\_.

My previous success in \_\_\_\_\_ has proven my ability in \_\_\_\_\_.

To highlight some of my accomplishments, I have \_\_\_\_\_.

Working with \_\_\_\_\_ has strengthened and improved my (analytical, research, interpersonal, organizational, etc.) and (analytical, research, interpersonal, organizational, etc.) skills, and will help me contribute positively to your organization.

I am confident that I can be a valuable asset to your organization because \_\_\_.

Having learned \_\_\_\_\_ during my \_\_\_\_\_ position/internship in the \_\_\_\_\_ field, I can confidently \_\_\_\_\_.

## Last Paragraph

- Summarize why you are a good candidate for this internship. You can say that you would be a strong candidate or an excellent 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.
- Thank the reviewer for considering you for the position and point them to your résumé for more details.

### Possible Sentence Starters:

I am eager to use my skills in \_\_\_\_\_ to work in (city) as an intern in the field of \_\_\_\_\_.

I feel that my \_\_\_\_\_ and \_\_\_\_\_ make me a strong candidate for this position, and I look forward to the possibility of an internship in the \_\_\_\_\_ field.

I hope the skills, knowledge, and experience I have will contribute to the workplace, while I also gain knowledge in a new and different environment.

Please refer to my attached CV for more details about my experience, qualifications, and skills.

Thank you for considering me for this internship position.

## Closing

- Please remember to use a business letter closing with your name:
- Use Best regards, Respectfully, or Sincerely, ... and your full name

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### Resources Used:

<http://www.rochester.edu/careercenter/pubs/students/Internship/F2J10Steps/F2JStep2.pdf>

<http://www.skidmore.edu/career/tabs/ResumeGuide2014WithCV.pdf>

[http://www.eustraining.eu/tipstricks/details/what\\_eu\\_job\\_applicants\\_should\\_always\\_keep\\_in\\_mind](http://www.eustraining.eu/tipstricks/details/what_eu_job_applicants_should_always_keep_in_mind)