



## EPA COVER LETTER GUIDE

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 organizations 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 an organization and give the internship supervisor an indication of your aspirations and abilities. Be sure to point out what you can offer or hope to bring to the organization.

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### PREPARING TO WRITE

First, research similar internship positions and the qualifications they are seeking and reflect on what you have to offer. Keep in mind that skills and qualifications can come from your classroom experience, extracurriculars, volunteer work, summer jobs, internships and research. Also, make a list of what attracts you to this type of internship and what you hope to learn.

### FORMATTING

- Change the print format from US Letter size to A4 if possible.
  - MacOS: Page Set-Up/Size
  - Windows: Page Layout/Size
- Limit the letter to one-page, single-spaced business letter with block formatting - rather than left justified formatting.
- Save the document in PDF format; Label it: **LastName\_CL.pdf**
- 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.

### 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

- Use the salutation: "Dear Sir/Madam,".

### OPENING PARAGRAPH

- Introduce yourself and hook the reader!
- Refrain from using phrases like "my name is."
- List your current areas of study and the types of internships you are interested in.
- Use some of the research you've done to explain why you're interested in these types of positions and highlight why you are a good candidate for an internship in Brussels, Edinburgh, London, etc.



## BODY

- Demonstrate that you not only have a clear understanding of the issues involved in the field, but that you possess the skills and experience that are needed for the internship.
- Point out what you can offer or hope to bring to the organization.
- Explain how your experience and skills will benefit the employer.
- Highlight one or two of your accomplishments or abilities using examples that show that you are an excellent candidate for the position.
- Consider referring to non-academic or job-related activities as well like sports, music, theatre, etc., as long as you can demonstrate the ways in which they strengthen your profile. (i.e. by enhancing/demonstrating your discipline, teamwork, motivation, etc.)

## CLOSING PARAGRAPH

- Reiterate why you want to work for this type of organization and how your skills and experience can contribute positively to help them attain their goals.
- Indicate your flexibility and willingness to learn new things and adapt to new situations.
- State briefly what you hope to gain from an internship in Brussels, Edinburgh, London, etc.
- Thank the reviewer for considering you for the position and point them to your CV for further details.

## CLOSING

- Remember to use a business letter closing.
- 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>