

Cover Letter Guide:

- Keep your font type and size the same in both your cover letter and resume.
- Address all internships correspondence to the *Internships Program Officer*:

Internships Program Officer
Macquarie Abroad
Macquarie International
Building E3A, Level 1
Macquarie University NSW 2109

- The rule of three:

Paragraph 1: State what you are applying for and what makes you suitable for the position.

Paragraph 2: Describe your most relevant working history with a handful of main points, **or** your course/training highlights.

Paragraph 3: Present your best practical skills for the placement and how they will contribute to your value there.

Finish with a statement on how to contact you.

- Tailor your statements to your audience, ensuring that the experience and goals you mention are specific to the internship profile you are looking for.
- Always end your letters with *Yours Faithfully* if you are not addressing someone by name.
- Your reader will probably take less than 5 seconds to skim over the contents of your cover letter. With that in mind, present the most important points you want your reader to know about you, not a lengthy essay of your career highlights and aspirations.

Your cover letter and resume should work together as a partnership, both delivering a powerful message about who you are.

Following are some sample letters to get you started on creating your own.

Keep the same header in your cover letter as shown in your resume.

12 University Parade
Richmond NSW 2753
0406 100 100
sam.taylor@university.edu.au

12 June 2010

Internships Program Officer
Macquarie Abroad
Macquarie International
Building E3A, Level 1
Macquarie University NSW 2109

See the words in green? They would be black on the final copy but they create a competent, strong impression of the writer. Less is more – don't include terms like a lot, plenty, various etc. You need to grab your audience's attention quickly.

Dear Sir/Madam,

Target the internship you are applying for but leave out the organisation's name.

I am delighted to present my application for an internship position in *Print Journalism* with your partner organisation. The knowledge I have gained so far through the Bachelor of Communications Studies, together with my experience working with a student newspaper, form my **strongest** qualifications for this role.

As shown in the attached resume, I hold a **senior** position the Macquarie University Newspaper, **managing** an operational team of journalists and support staff, writing feature articles and liaising with external partners. I am **inspired** to continue my training towards a **career** in printed news.

I have a **confident** understanding of story management and ethical **principles**, and I take **pride** in my ability to maintain composure under pressure. I have a **solid record** of contributing practical ideas in a team environment and learning from experienced peers. My skills and experience have prepared me for a **rewarding, successful** internship placement, and I look forward to being considered by this organisation.

Please contact me on the mobile number above to discuss my application further and arrange an interview appointment.

I look forward to meeting with you.

Yours faithfully,

Sam Taylor

If your studies and work experience are closely related to the Internship you are applying for, keep the detail neat and to the point to maintain impact.

Encl. Resume

12 University Parade
Richmond NSW 2753
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sam.taylor@university.edu.au

12 June 2010

Internships Program Officer
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Dear Sir/Madam,

I would like to apply for a *Marketing* Internship with your partner organisation. This opportunity holds great interest for me as I would like to pursue a career in marketing and public relations when my Bachelor of Cultural Studies degree is complete. I am confident that this Internship opportunity will provide me with valuable practical experience, industry exposure and the network of contacts I need to realise my goals for a future in this area.

I have sought to maximise my opportunities within the framework of my Degree and throughout the University during my studies here. My participation in the Global Leadership Program has provided the means to meet with key industry spokespeople and build on my public speaking skills. I have also enjoyed being able to mentor and support other students within the Faculty.

This Internship will provide me with a competitive edge when I embark on my career in the Marketing industry. I hope that my record of achievements with the organisation will reflect my value to the team during my time there as well as the training I gained from the experience.

Please contact me on the mobile number above to discuss my application further and arrange an interview appointment.

I look forward to meeting with you.

Yours faithfully,

Sam Taylor

Encl. Resume

Applying for an internship position you have no prior work experience in? Look at your transferable skills, make your enthusiasm clear and show you are serious about this opportunity.

Have little or no work experience – or nothing relevant to your internship? Focus on your experience and contribution within the University, and your work ethic for the challenge ahead.

Sam Taylor

Use this header near your name to insert your address and contact details, keeping them out of the way.

12 University Parade
Richmond NSW 2753
0406 100 100
sam.taylor@university.edu.au

Career Statement

Organised, adaptable Journalism student with three years experience in radio and print journalism, seeking a cadetship opportunity with a large metropolitan newspaper in order to gain a greater understanding of editorial composition and news preparation.

Education

2008 – 2011 Bachelor of Communications Studies (Journalism)
Macquarie University, Sydney
2007 Higher School Certificate
St Margarets College, Sydney

Your career statement should mention your best qualities, your past, current plan and goals

Competencies

Microsoft Word	Advanced Knowledge	6 years experience
Microsoft Project	Basic Knowledge	1 year experience
Microsoft Excel	Intermediate Knowledge	2 years experience
Italian	Advanced Skills	4 years experience
Data Entry	98% accuracy	2 years experience

Provide a 1-2 line summary about each of your employers to set the scene for the reader

Career Profile

May 2008 – Present **Editor** **Macquarie University Newspaper, Sydney**
The Macquarie Student Newspaper is a bi-monthly publication for students covering current affairs, campus news and discussion topics, as well as relevant insights into travel, employment and culture.

Position Summary Interview and profile special guests for feature articles
Coordinate advertising streams and payments with commercial partners
Manage a team of six interview and administration staff on content and deadlines
Participate in campus radio segments three mornings a week

Key Achievements Reached target readership of 4000 in November 2009
Exceeded advertising revenue targets for 2009 by 150%
Promoted to Editor after 2 weeks with the Newspaper

Pick out the most important points of each position

Feb 2008 – May 2009 **Tutor** **Excellent Essays Etc, North Ryde**
Excellent Essays Etc is a small tutoring company established to help secondary school students with their assignment planning, structure, grammar and spelling.

Position Summary Meet with clients on a fortnightly basis to review assignment progress and deadlines
Conduct training workshops on essay and short answer composition
Support junior tutors with client needs and training plans
Review study notes and revision guides prior to examination period

Key Achievements Achieved a B Grade average from all student clients in assignment submissions
Introduced a client database management system, reducing administration workload
Received referrals and recommendations from local high school teaching staff
Awarded Tutor of the Year for 2008

Add
page
numbers

Aug 2006 – Nov 2007

Sales Assistant

Active Sports, Caringbah

Active Sports is a fitness equipment and clothing franchise, with 18 stores across the Sydney Metro area. The Caringbah team consisted of three sales staff, two assistant managers and a store manager.

Position Summary

Consult with store customers on their fitness plans and safety requirements
Revise in-store merchandising displays subject to promotions, new lines and sales
Perform counter sales, returns and exchanges subject to customer requirements

Key Achievements

Learnt to manage customer demands under pressure
Implemented own inventory tracking system to reduce theft and loss
Received industry-recognised training in Health and Fitness Management

Awards and Achievements

- 2008 Excellence in First Year Journalism
Macquarie University
- 2006 Duke of Edinburgh Award – Bronze
International Youth Development and Achievement Association
- 2006 Senior First Aid Certificate
Centre for First Aid Training and Survival Skills

Further Training

- 2007 Certificate of Knowledge in Fitness Health and Safety Awareness
Active Sports Training and Development

Memberships

- Current Undergraduate Achiever
Association for Aspiring Journalists
- Current Agent for Change
Mission Australia – Stand Up for Youth
- 2007 - 2009 Associate Member
Australian Institute for Educational Tutors

Remove/insert sections on this page depending on what applies to you

Interests

- Building Japanese treehouses
- Entertaining family and friends at home with Italian cuisine
- Skiing in central New South Wales

Be specific with your interests – going out, eating, movies, music, friends and shopping are not interests – these are activities common to most people

Referees

Available upon request

This resume is entirely fictitious and represents a style and content guide only. To remove these text boxes and adapt this sample document for your own requirements, click on the border edge of the box and hit delete.