Cover Letter Outline
Business Internship Program Application

Student Name
Street Address
City, State Zip Code
Phone Number
Email address

Date of Letter
(4 single spaces)

Global Academic Ventures
Suite 705, 100 William Street
Woolloomooloo, NSW 20011
Australia

Salutation to Academic Internship Institute of Hong Kong/Singapore Placement Team,

First Paragraph: Indicate why you are writing and what type of internship you seek for the Business Internship Program in either Singapore or Hong Kong (Marketing, Finance, Human Resources, Supply Chain etc.). Explain why you are interested in this internship program and highlight your program research.

Second Paragraph: Emphasize skills or abilities you have relating to the type of internship for which you are applying. Identify relevant skills to this position, and use this space to link specific experiences to these skills. Use qualifications from your academic, work, volunteer or student organization experience to prove that your skills match this type of internship.

Third Paragraph: Refer the reader to your resume (indicate that it is a summary of your qualifications). Indicate your desire for a personal interview, that you are willing to provide further information if requested, and that you look forward to hearing from them soon. Remember, close your letter with a statement of your appreciation and something which encourages a response.

Sincerely,
(4 single spaces)

(Your signature)

Type your name
(2 single spaces)