

Example Cover/Motivation Letter

Name
Address
Email

Dear Sir/Madam,

Paragraph 1

Introduction i.e. general welcome, age, nationality, etc.

Paragraph 2

Education & skills i.e. university course, qualifications, and skills you possess etc.

Paragraph 3

Past relevant work experience, and previous internships completed.

Paragraph 4

Area/field you would like to complete your internship, example of tasks you would like to complete and what you hope to learn and achieve.

Paragraph 5

Details of when you are available to start/finish your internship.

Regards,
Name

****Please remember your letter will be forwarded to various employers.
Please ensure your letter is relevant and written in a formal style.***