

IAESTE – recommended format for Covering Letter

Purpose: These are guidelines for a structure and content for covering letters to IAESTE Employers. They are recommended in order to standardise the content and quality of covering letters across IAESTE.

General things for student to think about:

- This is the only personalised part of your application, so, make it specific to the employer you are applying to.
- View the covering letter as an electronic interview. Remember that this is your opportunity to convince your supervisor that you are able to do the work and that you will be the best candidate – really sell yourself by highlighting your best experience/qualifications.
- Always check your spelling and grammar when you finish!

** Indicates that the paragraph is essential to the letter.*

Student Address (if possible)

Employer Address (if possible)

Dear Name of person in charge if known OR Sir or Madam (*NB. be careful to use both unless you are certain that the person is male or female*)

** Paragraph 1:* Introduce self, and what you study, e.g. I am a fourth year student at the University of Edinburgh, studying Mechanical Engineering Msc.

** Paragraph 2:* Say why you are interested in this position, show that you have done some research into the employer's background and work; highlight things that interested you in the work offered and anything else that you would be particularly interested in working on whilst you are on placement. Show a genuine interest and enthusiasm for the position for which you are applying.

** Paragraph 3:* Why are you perfect for this position? Give examples of your specific experience which prove that you are qualified to do the work offered. What relevant courses have you studied? Have you worked on any projects that are relevant? Describe any relevant work experience and link the skills gained from this to the placement you are interested in.

** Paragraph 4:* If there are any other requirements or languages necessary, make sure that you mention what you can offer in relation to these things and clearly state the level you are at in each requirement. Also state your level/experience of technical English. *NB. If there is a requirement on the Offer form that you cannot fulfill, tell the employer what you can offer instead or tell them what you are willing to learn in advance of the placement.*

Paragraph 5: Tell the employer how this relates to future plans for study or work and/or your interests.

Paragraph 6: Tell the employer what appeals to you about the country/city you will be working in and why you are interested in going there. Show that you have done research into the country and area. *NB. It is best not to mention any politically sensitive history.*

Paragraph 7: Give any other examples of experience or skills that you feel are important to mention or that also prove that you are qualified for the work offered. Describe extra-curricular activities e.g. sports or awards. Always explain what you have developed from each activity e.g. time management skills, teamwork, initiative, commitment, independence.

** Paragraph 8:* Finish the letter with a paragraph saying that you are looking forward to hearing from the employer soon and would like to thank them for reading the letter.

Yours sincerely /Yours faithfully,

NB. If you started with the person's name, you should use "Yours sincerely" and if you started with "Sir or Madam", you should use "Yours faithfully".

Student's name, Student's contact details