

## Steps for Success – How-To Guide for Your Internship Cover Letter and Resume

Hello! Welcome to the TEAN Internship application process! We hope it has been going well for you thus far. We know there are so many steps to follow throughout the process, and we hope this step-by-step guide will help you work through your cover letter and resume. The steps below are very important, so please read through all of them prior to starting on your cover letter and resume, and then review them after you have completed your cover letter and resume to ensure that you've not missed anything.

1. **Filename:** The filename for your cover letter and resume **MUST** include **your first and last names**, as well as the program for which you are applying. Ex: Jane Smith Australia Internship. Your cover letter and resume need to be in **one** document, with the **cover letter first**, and consistent formatting throughout.
2. **General note on resume and cover letter:** Your application materials are important! You need to take the time to do your very best work on them. Your cover letter and resume are the first impression you will make on a potential internship host. They care about their organization and only want to work with interns who appear to also care about the work they (the intern) do.
3. **Cover letter:**
  - a. Please address your cover letter 'Dear Sir/Madame' or 'To Whom it May Concern'. You **do not** want to address the letter to your program manager, the internship search committee, or to TEAN.
  - b. When indicating the type of placement you are most interested in, please remain general.
    - i. Good: "As a pre-vet major, I would like to gain hands-on experience working with animals."
    - ii. Not as good: "As a pre-vet major, I want to work in a zoo or aquarium."
  - c. Be sure to include why you are looking for an internship in this field - the more specific you can be the better.
  - d. Remember that your cover letter is both about you and what you hope to gain, as well as about your prospective internship site and what you have to offer them. You'll want to highlight your skills while remaining realistic about your experience; mention your professional goals/studies and what you hope to gain from this experience.
  - e. **Proofread your cover letter.** Better yet, ask someone you trust to proofread your cover letter. Even better than that, go to career services on campus and ask a professional to proofread your cover letter.
4. **Resume:**
  - a. Honesty is the best policy: it's really important on your resume (and cover letter, for that matter) to be really clear about what you have done, your skills and strengths, and also to be very sure that you are not 'padding' your resume. In most instances, our internship applicants are undergraduate students or graduate students with only a small amount of industry experience. That is okay!
  - b. Stay on point. At this point in your professional career, you likely do not need to have a two-page resume, unless you have a Master's Degree. Keep your examples clear and concise, and do your best to stay on one page.
  - c. Do some research on transferable skills/soft skills: perhaps you've not had the most experience in your field. That does not mean that you don't have skills gained from other experiences (volunteer, education, leadership positions etc.) that you will apply in your internship. I was a waitress through college, and through that experience I learned time management, multitasking, prioritization - all of which are skills I use every day. You have them too, so do some thinking on that and be sure to really highlight your skills - **just be sure that you can also back them up.** *If you tell me you are creative, you need to be able to give me specific examples.*

d. Formatting:

- i. Consistency is key! If you use bullet points in one section, you need to use the same bullet points in all sections. Same goes for indentions, bold, underlining, etc. The first things potential internship site do is look at your resume as one document - if formatting is off, they will notice.
  - ii. Page breaks: Given that your cover letter and resume will be in one document, please be sure to separate the two pages with a 'page break' rather than hitting return/enter until the start of your resume is on a new page. Google "how to insert a page break in word" if you are not sure of how to do this.
  - iii. Tabs: when you are indicating dates of positions held, DO NOT use the spacebar to get the cursor to the right side of the page. Google 'how to set tabs in word' if you are unsure how to do this.
- e. Order of sections: you can basically put the sections of your resume in any order that you would like. If you have had a lot of work experience related to your intended field of internship, we recommend you list work experience first. If you are light on work experience, we recommend putting your education first, and highlighting relevant coursework.
- f. Education: Please include all higher education institutions you have attended. There is no need to include the high school you attended.
- g. Something to keep in mind: update your resume frequently! As a student, you are constantly participating in committees, volunteer experiences, leadership experiences, etc., and it is easy to forget these key experiences. If you update frequently, you will not miss these key experiences. We recommend having access to your resume abroad so that you can continually update during your internship - you are going to be amazed how many new and incredibly valuable experiences you will have.

## Sample Cover Letter and Resume for Internships Abroad

Date  
First Name Last Name  
University

Dear Sir/Madam,

I am interested in applying for an internship position in Australia. I am a student at Friendly University in Friendly, Arizona and believe undertaking an international internship, in my major, business administration, will provide me with the skills I need to successfully transition into the workplace. [1]

Although I have had limited experience in the business realm, [2] I have completed many courses in both Business Administration and General Management, specifically in the areas of corporate governance, risk management, and marketing. An internship that introduced me to any of these potential career areas would be particularly appealing to me. [3]

As a student at Friendly University, I have held leadership roles and support roles on various committees and clubs, both on-campus and off. In these roles I ..... (outline examples of skills acquired & how, e.g. project management if a club held a fund-raising event in which you participated, leadership skills if you had to chair any meeting and/or organize club activities, financial management if you held a Treasurer role, that type of thing). [4] While studying, I used various computer software programs extensively, specifically MS Word, Excel, PowerPoint and ..... (etc.) and have become proficient on all of these.

I believe that I will be an asset to any project that requires sound analytical skills, attention to detail, and strong interpersonal skills. [5] This internship will provide me with the ideal opportunity to assist at your organization and to expand my employable skills. [6] I understand that initially I will need to demonstrate my ability to perform at a basic level of duties in the organization but hope that this internship will allow for the opportunity to progress onto more challenging projects over the course of the placement. [7]

I look forward to the opportunity for an interview, to see if you agree that my qualifications seem to be a match for an internship position.

Thank you for your consideration.

Sincerely, [8]

Given-Name Family-Name

### [ HELPFUL HINTS]

[1] You should write your cover letter as if to your future internship site. Do not write your cover letter as if to TEAN requesting to be accepted as an International Intern. The focus of the cover letter should be on your career direction and aspirations for your internship.

[2] Be honest about current experience but also be clear about what is being sought from the internship.

[3] Be clear about what you are seeking and why. At the same time allow for flexibility in the type of experience you are seeking. Offer options.

[4] Clearly explain what skills you bring to the internship and demonstrate how you have acquired these skills.

[5] Summarize what you think are your strengths from the previous discussion of skills.

[6] Demonstrate an agreement that the internship is meant to be a two-way process, with you contributing to their organization and them to your career development.

[7] Demonstrate an awareness of the internship process but also clearly state that you are looking for a growth in skills/knowledge and do not wish to be stuck with basic tasks for the full period of the internship.

[8] Make sure you CAREFULLY proof-read the letter for any and all potential errors. If possible, get someone else to read it for errors and also for clarity.

# Jane Smith [1]

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123 Happiness Way, New York, New York 00110

## Objective [2]

As a Kinesiology major, I'm looking to gain hands-on experience in the fields of sports medicine or health. I believe in the value of "learning by doing" and am hoping to be able to apply my current knowledge, while obtaining new knowledge and experience, in relevant fieldwork.

## Qualifications (Skills Summary) [3]

- Interest and knowledge in the human body and its physical characteristics, movement, and state of health
- Work experience with a leading software company in the health and wellness industry
- Ability to work individually and in a team environment, in both casual and professional environments
- Skilled public speaker
- Excellent writing, creative thinking, and organizational skills
- Hardworking, reliable, and trustworthy with a curious and open mind, adapts to changes in a respectable and mature way

## Work History [4]

### **Physical Therapy Assistant**, PT World [5] June 2015 - Present [6]

- Hands-on work with patients recovering from hip replacement surgery
- General office work, including filing, answering phones, and assisting patients in processing their paperwork

Achievements: [7]

- Employee of the month, September 2015
- Mastered Massachusetts Health Connector online system

### **Office Assistant**, BB's Family Practice [8] May 2014 - August 2014

- General office work, including answering phones, filing, clean reception area
- Provide cheerful help to patients in the waiting room

### **Shift Manager, Server**, Pepper's Restaurant May 2013 - Present

- Oversee success of all staff during assigned shifts – including ensuring all customers are satisfied and all side work is thoroughly completed
- Provide excellent customer service to my customers, as well as all customers in the restaurant

Achievements:

## [HELPFUL HINTS]

[1] You are the focus here, so your name should be the most prominent on the page.

[2] One or two clear and specific sentences are enough. This should exemplify your value to the company. Why should they hire you?

[3] Briefly outline what qualifies you for the job. Bullet points must be clear and simple. Do not put a list of skills you've found online. The purpose here is for you to highlight yourself.

[4] Work History should come before Education *only if* you have had work experience relevant to your field of study/preferred area of your internship. Otherwise, Education should be the third part, followed by work history.

[5] Always include the title of the position held, followed by name of company.

[6] **DO NOT** use the space bar to separate out Dates Employed. Always use the tab button to ensure dates line up. You should list your most recent employment first.

[7] Only include achievements if there are notable achievements for the position. Otherwise, exclude this section.

[8] Only include your top relevant work positions. Also, if you held numerous positions at one company, those can be listed together. If you are unsure how to do this, ask us for help.

[9] If you have attended more than one college/university, list your current uni first, then others you have attended.

[10] Only include this section if you do not have significant work related experience. If you are including relevant coursework, your education section