Cover Letters Made Easy

Only if you know for sure:
“Dear (Mr., Ms., Mrs.)”
If not sure:
“To Whom it May Concern”

Introduce yourself and how you
found out about the position

Identify 3-4 skill-groupings that the
employer illustrated in the intern-
ship, job post.

Each paragraph following, chose one
of the skills and provide examples
from your project and professional
experiences that illustrate this.

Briefly summarize your skill groupings

Your contact information (email,
phone)

Sign a blank sheet of white paper,
scan it, screen-shot the signature,
and drop it in the document as a
JPeg