

# IAESTE – Recommended Format for Cover Letter

Purpose: These are guidelines for a structure and content for Cover Letters to IAESTE Employers. They are recommended in order to standardize the content and quality of Cover 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 Cover 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 - Sell yourself by highlighting your best experiences/qualifications.

Formally your letter to the employer should

- Be a maximum of one page in length
- Refer to the job description (Offer-Form) and the information you have (or have found on the www) about the company
- Be directed to the employer by using the company's/institute's name like an address on the top of the letter
- Include your sender address on the top right corner or top left corner
- Start with a form of address (like "Dear Sir or Madam" etc.)
- End with your name and signature in the end
- Always check your spelling and grammar when you finish!

**Student's Name**

Employer Address (if possible)

**Address**

**Tel**

**Email**

Dear Sir or Madam

\* 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: Explain as to why you think you are a good candidate for this specific offer. Give examples of your specific experience which prove that you are qualified to do the work offered. Have you worked on any projects that are relevant? What relevant courses have you studied? Describe any relevant work experience and link the skills gained from this to the placement you are interested in. Make sure at every opportunity to give a specific example as to how you gained something from what you have experienced and describe as to how it can be linked back to the role you're applying for. Additionally make sure to talk in detail about the experience you have mentioned in your resume as this is your only chance to expand as to what you did

\* Paragraph 3: Reason why you want to work at this specific company / institute, show that you have done some research into the employer's background and work and 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 4: Tell the employer how this relates to future plans for study or work and/or your interests. Make sure to link your future plans back to the job offer

Paragraph 5: 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 6: 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 7: Finish the letter with a couple of sentences saying that you are looking forward to hearing from the employer soon and would like to thank them for reading the letter.

Yours Sincerely

(Student's signature)

Student's Name

Enclosure: CV