

TIPS AND TRICKS

Cover Letter Edition

- **Header (Contact Information):**

- INCLUDE: Full Name, Professional Email, Phone Number, City and State, Date, Recipient's Name, Recipient's Title, and Organization

- EXAMPLE:

Sarah Smith

sarahsmith@gmail.com

(123) 456-7890

Miami, Florida

Ms. Jordan Smith

Internship Coordinator, YouthTech Inc.

- **Greeting:**

- Try to Address a Real Person (if applicable)
- EXAMPLE:

Dear [Name],

If Unknown: Dear Hiring Manager or Dear [Program Name] Team

- **Introduction Paragraph:**

- INCLUDE: Who you are (grade + school), Strong Hook/A little bit about yourself (unique trait, connection to the organization, or passion), What you're applying for, A quick reason why you're interested
- EXAMPLE:

I'm NAME, a junior at XXX High School, and I'm excited to apply for the XXX Summer Internship. As someone who blends a love for business with emerging tech, I was immediately drawn to your program's mission of empowering young changemakers through real-world innovation.

- **Body Paragraph 1: Qualifications**

- INCLUDE: A specific experience or activity (can be more than one, but try to keep it concise), What you did, learned, and how it connects to the opportunity, Keep it focused
- EXAMPLE:

As my school's Vice President of DECA, I led a schoolwide initiative to spotlight students making an impact through leadership and service. I've hosted speaker events, mentored my peers, and helped raise over \$2,000 through fundraisers. These experiences taught me how to communicate effectively, lead with empathy, and stay organized under pressure, which are skills I'm eager to bring to your team.

- **Body Paragraph 2: Connection Back**

- INCLUDE: Show that you have researched the program/organization, Mention a feature, value, or event that excites you, Explain how this aligns with your goals
- EXAMPLE:

What stands out about YouthTech is your focus on mentorship and real-world impact. I admire the way past interns worked on community-focused prototypes, and I'd love to contribute to a team where innovation meets purpose. This perfectly aligns with my goal to use tech for social change, especially in education access and youth empowerment.

- **Conclusion (Optional)**

- INCLUDE: Reaffirm your excitement, Thank them for reading
- EXAMPLE:

Thank you for considering my application. I would love the opportunity to speak further about how I can contribute to YouthTech's mission. I'm excited for the possibility of learning, growing, and making a real impact this summer.

- **Sign**

- INCLUDE: Professional Sign Off
- EXAMPLE:

Best Regards,
Sarah Smith

- **Final Tips:**

- Keep it to one page
- Use clear fonts (e.g., Times New Roman, Arial, Calibri)
- Avoid Repeating Your Resume: Explain what it means
- Show PERSONALITY
- Always Proofread
- Name your file professionally:
FirstNameLastName_CoverLetter.pdf