Students are sometimes required to write cover letters for some summer jobs and internship. This article will guide the students for writing a comprehensive cover letter. The format should be strictly followed.

1st September 2009

Mr. Rudolf Johnson

Head, Education Department

Californian College

Dear Mr. Johnson:

I am a senior college student in the University of California, Berkeley campus. I am currently taking up Bachelor of Science in Education and a one-year internship program is required as partial fulfillment for my course. And therefore I would like to express my interest to spend my internship in your department.

For the past years of being a college student, I am consistently a dean's lister. Furthermore, I am also active in the campus, especially in activities relevant to my course.

Last summer, I dedicated my free time to teach street children. This taught me a lot of lessons, not only about techniques in teaching, but also lessons about life. I also spent the rest of the holiday season working as part-time academic tutor for schoolchildren. On these past working experiences of mine, I did not receive any complaint about my performance.

Please review my attached resume. I am looking forward to your positive reply. Thank you and God bless.

Sincerely,

Rachelle Thrasher