

Cover Letter Guide

Center for Academic Career and Experiential Advising (A
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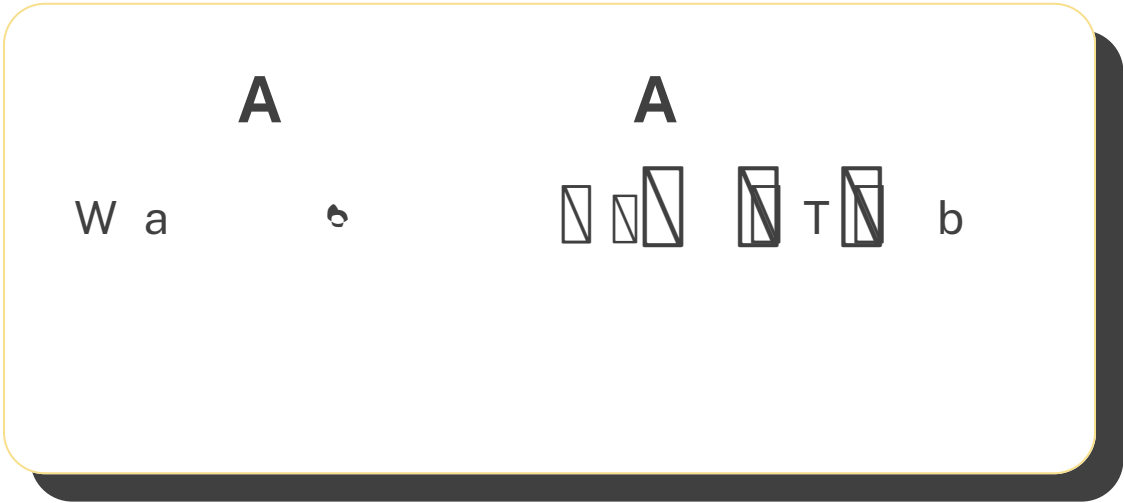
The ACE Center recommends following this three-part strategy:

The Sell: How are you qualified?

For example:

DON'T SAY:

DO SAY:





Sample Cover Letter

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Dear Jane Smith,

I am writing to express my interest in the Digital Communications Intern position at Such&Such PR Agency. I am currently a Global Communications student at the American University of Paris (AUP). My professional goal is to run digital communications at a PR agency, as I am passionate about this constantly evolving field. I will be a perfect fit for this internship – allow me to tell you why.

My most recent professional experience was an internship with TechStai