**Sample Cover Letter template**

Date (insert date)

Greeting:

Dear (Contact Name from Internship Advert) or of unknown To Whom It May Concern,

Opening Paragraph:

Please find attached my CV in support of my application for the (title of internship – e.g. digital marketing) internship opportunity at (name of company) on the TU Dublin IMMERSE Summer Internship Programme.

Second Paragraph:

Discuss your academic background, relevant qualification, work experience and how this links to the areas of interest. Discuss your key transferrable skills and how they might benefit the employer.

This paragraph should be very general, bear in mind that your application may be sent to a number of employers across different business sectors for review.

Third Paragraph:

Provide a statement of your motivation for working in an early stage or startup enterprise. What benefits are you seeking from the internship?

Final Paragraph:

Reiterate your interest in the internship opportunity and close your letter with a confident statement which will encourage a positive response.

Yours faithfully,

(Your signature)

Your name, in block capitals