

TIPS FOR WRITING A SUCCESSFUL COVER LETTER

Paragraph 1 Include:

1. What you are applying for.
2. Who you are/what graduate program you are a candidate in.
3. List everything you are including in your application packet.

Paragraph 2 Include:

1. Make a positive statement about their Internship site.
2. Briefly and generally mention past experiences related to this training site.
3. What you want in an internship site, in general.
4. What you think this internship site will provide for you.

Paragraph 3 Include:

1. Highlight something important to you in your graduate career and relate it to a specific quality of the internship site (e.g., supervision, a rotation, specialty, orientation).
2. Why you think this particular internship site is a MUTUAL good match.
3. STAPLE last sentence, similar to: "I look forward to the opportunity of meeting with you and discussing my interests in the internship program at St. Luke's/Roosevelt Hospital further."

KEEP IN MIND:

1. A cover letter will not make or break your application, per se, but it is the first thing they will see and it should give a very brief snapshot of YOUR application.
2. Some people will read it, others will not.
3. MAKE A TEMPLATE! and simply tailor key sentences or words/phrases.
4. Utilize MSWord "Mail merge" (ONLY) if you are familiar with it.
5. If you already have a cover letter that is decent and works for you DO NOT stress over this or waste precious time on revising it. Go with what you have!

FROM : INTERNSHIP FAIR, NYSSA

HANDOUT AT INTERNSHIP FAIR, NYPSA

Firstname I. Lastname, M.S.
123 – 45th Street
Brooklyn, New York 12345

November 5, 2002

Barbara R. Cohn, Ph.D.
Director of Psychology Education
St. Luke's Roosevelt Hospital Center
1111 Amsterdam Avenue
New York, New York 10025

Dear Dr. Cohn,

I am applying for the pre-doctoral internship in clinical psychology at St. Luke's/Roosevelt Hospital Center in the Adult track. I am currently a fourth year student in clinical psychology at Long Island University/C.W. Post Campus with a concentration in Serious and Persistent Mental Illness. Enclosed please find the SLRHC face sheet, APPIC generic application form, the APPIC Academic Program's Verification of Internship Eligibility and Readiness letter from my Training Director, a curriculum vitae, three letters of recommendation, a testing report, and an official copy of my graduate school transcript.

I am greatly interested in, and attracted to, the clinical internship at St. Luke's/Roosevelt Hospital. My current experience as an extern at Bellevue has given me first hand appreciation of what it is like to work in a major medical center, which closely matches my career goals. I am confident that my past training experiences have prepared me well to work in this setting and I endeavor to continue my professional development in those areas. Ideally, I am seeking an internship position that will allow me to continue my work with minorities and the socially and economically disadvantaged. I also hope to develop and refine my clinical skills in working with difficult and seriously ill populations along with other diverse populations, while learning a variety of treatment modalities.

Through my years of training, I have found that my relationships with supervisors have been paramount in my development as a clinician, and I am seeking an internship that will offer similar kinds of rewarding supervisory experiences. Thus, the quality of supervision offered at your internship program is also very appealing to me. I have found that St. Luke's/Roosevelt's interest in, and concern for, underserved populations, as well as your interest in treating diverse populations, along with the quality of supervision and training greatly matches my interests and experience as a developing professional. I look forward to the opportunity of meeting with you and discussing my interests in the internship program at St. Luke's/Roosevelt Hospital further.

Sincerely,

Firstname I. Lastname, M.S.