

COVER LETTER TEMPLATE

The cover letter is your first opportunity to convince a company that you're the perfect candidate. The cover letter should contain a short introduction, two or three specific examples of relevant skills and experiences and a brief closing paragraph that explains the J-1 visa process. Explaining that you are applying for a J-1 visa through CIEE will help host organizations feel more comfortable with the visa process.

General Tips

- If possible, find out the name of the specific person who will read your cover letter and address the letter to him/her. If you cannot find a contact name, address it to "Hiring Manager," or "Human Resources Manager."
- Refer to the position you are applying for in the opening paragraph.
- **Tailor your cover letter to each position you apply for.** Keep in mind the company's culture and needs.
- Keep the cover letter to one page.
- Proof read! Have someone else read your cover letter; they may catch errors that you've missed.
- Send cover letters as a PDF file unless instructed otherwise. Use a logical name, for example "Mercedes, Dona Cover Letter 2016."

Dona Mercedes	
Mailing Address	Email Address Phone Number
Month day, year	
Host Organization Name	
Host Organization Street Address	
Host Organization city, state ZIP code	
Dear Hiring Manager,	
[Introduction] I am writing to express my interest in the <u>position title</u> at <u>company name</u> . [One sentence summarizing your goal(s) and motivation for applying for the position.]	
[Body paragraphs: 2-3 specific examples of the skills and experiences you have that make you a good match. Pick out key words from the position description and speak specifically to what the company is looking for.]	
I have supplemented my formal education in Mechanical Engineering with practical experience. As a Mechanical Engineering Tech at Consorcio Industrial Valsa I learned to analyze data for improving assembly procedures. I analyzed the efficiency of production on a range of products and reported my findings to upper management. The improvements I recommended were approved and implemented.	
[Explain the J-1 visa] CIEE, a visa sponsor designated by the U.S. Department of State, will facilitate the visa process. I will be on a J-1 Exchange Visitor Program which allows me to legally train in the U.S. for up to [12 months for Intern, 18 months for Trainee.] CIEE will support us throughout the internship. More information on CIEE's J-1 Intern/Trainee programs can be found on their website .	
[Conclusion: ask for the opportunity to interview] My education, ambition, and eagerness to learn make me a strong candidate for this internship. I welcome the opportunity to speak with you about this opportunity and can be reached at [provide your email or phone number.]	
Sincerely,	
Dona Mercedes	