

INTERPRETING JOB OFFERS AND MAKING YOUR PROFILE MORE ATTRACTIVE

EXAMPLE OF A COVER LETTER

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Address and contact information,
followed by the date in the upper right-hand corner

1 rue de l'Industrie
75021 Paris, France
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merry.candidate@sciencespo.fr

April 1, 2016

The **inside address** is for the recipient. It will be aligned with the left-hand margin and will be the exact address used on the envelope.

Mr. Rory Cruisers
United Nations Development Program
405 East 42nd Street
New York, NY, 10017, USA

Page format

- No longer than a single page
- Cleanly typed
- In a usual font (Times, Verdana, Arial...)
- Preferably font size 12, no less than 11
- Margins between 1.5 and 2 cm
- Correct business letter style for English as shown here

Subject line

Re: Internship in the UNDP project in Cyprus

Dear Mr. Cruisers, Always begin by "**Dear**" to greet your addressee, preferably by name

It is with great enthusiasm that I am applying for your Partnership for the Future Internship Programme in Cyprus' United Nations Development Programme. Cooperation between Greek and Turkish Cypriots would appear to be key for economic development and peace building in the region. UNDP's values of sustainable development are in perfect agreement with my own. It would seem that Cyprus is exactly where the issues of historic nationalism, economic instability and movement of persons come together and need most to be faced.

Strongly concerned by sustainable development and the environment, I am involved in a project of water management cooperation in Paris this year and would be eager to work on similar issues - such as the Nicosia/Lefkosa wastewater treatment plant that was completed in 2013 and that is used by both Greek and Turkish Cypriots.

During my double-bachelor studies at the Sorbonne and Sciences Po, Philosophy has given me the tools to analyze and question ideas and facts. Through Social Sciences I have acquired the ability to conduct extensive research, analyze the findings and synthesize them into reports and presentations. My courses in statistics and econometrics courses have taught me to interpret and analyze data using both Stata and Excel softwares.

Having lived two years in Athens, Greece, and one year in Istanbul, Turkey as an exchange student in Bosphorus University, I have become very familiar with both Greek and Turkish cultures, politics and ways of life. I take a keen interest in the relation between the two countries.

Sensitive to problems of social exclusion and inequalities, I want my career to have a positive impact on societies around me. Eager to develop innovative projects to address these issues, I have taken part in a prize-winning, social business plan, group project whose aim was to help refugees in Paris to get work. I have also volunteered weekly at a judiciary center for juvenile delinquents to help them become positive members of society. Interning at UNDP in Cyprus in the areas of democratic governance and civil society would allow me to support social cohesion and encourage projects on an island where the economic crisis' repercussions are still being felt.

Currently studying for a Master's degree in international Development at Sciences Po in Paris, a leading French social sciences university, I am planning to take a gap year and will be available for four months, from July to October 2016.

Keen to participate in projects that matter with a specific interest in Cyprus, I am excited by this opportunity to gain hands-on experience in the fields of democratic governance and sustainable development. I look forward to speaking with you to discuss together how I can serve the UNDP's objectives toward peace through economic development.

Thank you for your time and consideration of my application.

Sincerely yours, ← Polite **closing**

← Space for **signature**

Merry Candidate ← **Typed** signature: First name Last name

enc: resume ← **Include** a resume