Name:

Address:

Tel. No:

Email:

Dear …………

- ‘Break the Ice’ – An introduction of what you’re currently doing!

The first paragraph should be short, sweet and to the point. Explain what your degree is in and at which university you go to. It is a good idea as well to be more specific about the modules you do too, so that the employer understands what the course entails.

- What you want from this company (Make sure it is clear).

In this paragraph, you need to make sure you state what you want. Explain that you will have completed 2 years of your degree and that for your third year (start date to end date) you have the opportunity to participate in a work placement scheme to gain experience within the maritime industry, before returning to university to complete your final year. You should also explain why you have chosen this company to work for rather than any other companies. Also explain how much you will benefit from it and that by having such an opportunity, this would really build a strong foundation to start your career when you have completed your degree.

.

***(N.B. Neither letter nor CV is ever generic; they should both be specific to the company****).*

- A brief summary about yourself (just the most impressive things you have done!)

Within this paragraph, there is the chance to really sell your-self by highlighting the stronger points on your CV such as relevant qualifications and / or work experience. Volunteer work and / or relevant hobbies can also be written here, language skills etc. This leads nicely on to saying that your CV is attached with this letter and / or email.

- Final paragraph – How you can benefit the company!

In the last paragraph is worth stating that you are at the start of your career and therefore have limited expertise. However, state something on long the lines of ‘your determination and enthusiasm (that is supported by details in your CV) will help you do your very best to face any challenges and / or tasks that come your way.

***Remember: There are always two sides to every story – you are looking for a years placement and they are looking for a future employee so think in their shoes, what do they want from an intern!***

Bring the letter/ email to an end (Thank you for your time and I look forward to hearing from you soon)

Yours faithfully

Signature……………..

Full Name