



A cover letter needs to be an extension of your resume. But, to make sure you are not giving them your life story, keep it two third of a page long. It's important that you describe who you are, what you are looking for, what you expect from this internship and, of course, what the host company can expect from you.

Full name

Full address [House no, Tole, Ward No, City, Zone, Country]

Date

Topic: Internship Abroad

To whom it may concern,

Part 1: Who are you?

Part 2: What are you looking for and what do you hope to get out of this internship?

Part 3: What can the host company expect from you during this internship?

Part 4: Neat and formal closure of your cover letter.

Sincerely,

Applicant's name and signature.