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Email cover letter attachment format

A attachment letter, also referred to as a letter of internship, is a cover letter for students looking to build career experience, meet mentors and gain opportunities for post-education jobs. A student will outline their interest in an internship at a particular company. The internship market is highly competitive. Students must effectively sell their qualifications when writing an attachment letter to garner corporate attention. An attachment letter is a business letter that follows standard business formatting guidelines. Choose a professional font such as Arial, Courier or Times New Roman. Make the font size at least 10, but 11 or 12 is preferred. Don't use fonts bigger than 12. Business letters use block formatting; a block is a section of information such as contact information or a new paragraph. All blocks are aligned on the left margin with no indentation of paragraphs. Pages have one-inch margins on all sides. Block formatting uses one line space between paragraph blocks. The attachment letter introduces the student to the company's human resources division. Include a reference or subject line, such as "Re: Application for Research Attachment," in bold type above the body of the letter. Though not required, the reference line is highly recommended to get the letter to the right person faster. Letter basics concisely state a student's major, minor and the year of study. Include any pertinent work or research experience. Specific skills, experiences or classes differentiate students with more skills than others. Note any other work experience that demonstrates professionalism or specific skills. Professional outside work might include part-time work at a bursar's office or a local bank. Think twice about including experience as a camp counselor or waitress in the letter, unless it directly relates to the sought internship. There is a lot of competition for internships, which is similar to job market competition. Once you outline the contents of the letter, research the company and connect the dots for the human resources director. This means stating why you desire the internship. Express how you are the best candidate based on your level of education, specific skills and pertinent experience. Take the time to explain how the company's internship will build needed skills through practical implementation of studied theories. The attachment letter serves the same purpose as the job seeker's cover letter. Job seekers naturally include a resume as an enclosure with the cover letter. The same is true with attachment letters, giving more details about work history and education. Some applicants benefit from including a published article or a letter of recommendation – denote "Enclosures" under your name at the end. Cover letters are formal documents that require much attention to detail. An employer looks at your cover letter as an introduction of yourself and your capabilities. It highlights your experiences and career goals. One small aspect of your cover letter that requires as much attention as its wording and format is the date. When you write your cover letter, it is important to use the long date format. This includes the entire written month of the year, the date and the year, written with four digits. Depending on where you live, the exact formatting of the date will be different. In the United States, you generally will begin your date with the name of the month. Then, you will write the numbered date next to the month. Follow the date with a comma and a space. Then write the entire year. For example, instead of using the date's short format, such as 04/24/2010, 4/24/10 or another similar shortened format, you would write April 24, 2010. If you live outside the United States or are applying for a job out of the United States, you would use a slightly different date format for your cover letter. In this case, the date is written before the name of the month. The full year with four digits follows the month. No comma is used. For example, April 24, 2010, would be written 24 April 2010. Another option is to write "th," "nd," or "rd" after the numbered date to indicate that the date of the letter is, in this example, the 24th day of the month. It would look like 24th April 2010. If you wanted to write a date for November 3, 2010, you would write 3rd November 2010. This would be read "the third of November 2010." The long format of the date generally is the first thing you write on a cover letter. Whether you choose to put it at the top of the left-hand side of the page, in the middle at the top or at the top of the right-hand side of the page will depend on what type of cover letter format you use. We've talked about writing an excellent cover letter before, but your letter could be ignored if you are attaching it to an email. Instead, write the cover letter as part of the email. When you're applying for a new job, you often have to write a cover letter to accompany your resume. Read moreCareerRealism has a list of mistakes applicants make when writing cover letters. One of these is attaching it to the email application along with your resume. Here's why you shouldn't: "Most hiring managers aren't going to open the cover letter and read it. They'll go straight to the resume instead. Want to ensure your cover letter gets read? Copy and paste it into the body of the e-mail. Whoever received the e-mail will be much more likely to read it if it's already right there in front of their face." If the job listing requires a cover letter, I suggest adding the attachment as well. You don't want HR to reject you for not complying with the application process. Including the cover letter in the body of the email forces you to be succinct. Check out the rest of the mistakes to avoid when writing a cover letter by following the link. Cover Letter Mistakes

When Applying Via E-mail | CareerRealismPhoto by mik_p

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