Duke Global Policy Program in Geneva Application

General Cover Letter Guidelines

General:

- The general cover letter should stylistically look similar to a regular cover letter, except it is not directed to a specific organization or position.
- The letter should highlight your experiences, key skills, and general goals for your internship. This format allows the letter to be circulated widely with internship managers who have general interest in hosting an intern, but do not have information on projects or scope of work.
- A general cover letter should not exceed one page, and should clearly articulate your experiences, skills, interests.
- Within the content of your general cover letter, be sure to reference the SDGs and their importance to your professional goals.
- Communicate your value proposition for an internship
- Explain how you will use the internship personally and professionally.

First Paragraph/Introduction

- Include that you are seeking an internship in Geneva working on XXX (e.g. global health, energy issues, human rights, migration, etc.).
- Include the dates for which you are available for an internship (i.e. May 14 - August 17, 2019). Remember: the longer the better!
- The first paragraph should succinctly describe your skills and experience, and how it relates to your internship goals. Also, explain what you “bring to the table”.

Second & Third Paragraphs

- Sell yourself! Highlight accomplishments, specialized training, coursework, projects, and qualifications from your academic, professional, and personal experiences. Use metrics and measures when possible.
- Each paragraph’s first sentence should serve as an intro/summary of that paragraph’s content.
- Explain what you are hoping to gain from your internship and how your experiences have prepared you for the opportunity at their organization.
- Don’t forget to mention the SDGs and how you hope to advance certain SDGs through your internship.

Fourth Paragraph/Closing

- Summarize your key skills and the value you will add to their organization.
- Close by thanking the organization for their consideration.