



Advancing IT through Education and Research

The Australian Computer Society Foundation Trust Fund
ABN 71 240 445 733

Level 11, 50 Carrington Street, Sydney, NSW 2000 Australia
PO Box Q534, QVB Sydney NSW 1230 Australia

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Cover Letter Structure and Content

Your name
Your Australian home address
Your best contact phone number
Your email
Date

Dear Lyn Raghuraman / ACS Foundation / Sir / Madam,

Paragraph 1 – Internship/Scholarship position: Indicate the internship/scholarship position for which you are applying for (position, company) and show your interest for the position

Paragraph 2 – Show research and interest of organisation: Indicate and explain why you are interested and a good fit for the internship/scholarship position in the organisation. Avoid quoting from the website and show understanding through your research in areas such as company's organisational values, strategic direction and work culture. Showing research through recent articles or other valid sources that the organization has been involved is good as well

Paragraph 3 – Qualifications: Use full name of the degree and institution. Mention when you are expected to complete the course. Can mention GPA, relevant key subjects and achievements to support your interest with the internship/scholarship position.

Paragraph 4 – Employment, work experience, volunteering or extra-curricular activities: Briefly highlighting the main skills you have gained and would like to transfer into the internship/scholarship position and any relevant personal qualities and attributes. Refer to your work experience and other activities gained and back it up with examples as evidence.

Paragraph 5 – Availability: Indicate your availability and commitment in relation to the internship/scholarship role. Such as if you're able to work full time or which days you would be available if successful in the internship/scholarship position.

Paragraph 6 – Thank you: Thank the organization/person for their time and consideration of your application. Advise on your availability and ability for an interview.

Sincerely/Yours faithfully,

Your name



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Sample Cover Letter

Annette Chan

50 Carrington Street, Sydney, 1230, NSW, Australia

(02) 8296 4443

info@acsfoundation.com.au

22/08/17

Dear ACS Foundation,

I am interested in applying for the XXX internship position at ACS Foundation. Please find this application as an expression of interest in any relevant and available internship opportunities.

ACS Foundation is an incredible company in assisting and connecting university students to real life work experiences. I would love to be part of your organization in assisting and promoting to university students the importance of gaining real life work experience during your studies and how it would help you to be a better friend and employee to the company. Additionally, I would love to work on projects that will allow me to utilize my IT skills and connect with other students as I am a university student and would love to express about my ambition and goals to motivate others.

I am currently enrolled in a Bachelor of Science in Information Technology majoring in Enterprise Systems and I am expected to complete my studies at the end of 2017. I am sitting on a credit average however my strong core IT subjects as seen on my attached academic transcript will show how I am passionate about learning new things such as Algorithms, Databases, Project Management and Human Computer Interaction. The programming languages I have learnt and possess are Java, Python, SQL and R. Also, I am currently learning Swift by developing an application in my own time. I believe my personal attributes such as eager to learn and reaching to my full potential is something I can show and achieve in ACS Foundation.

Experiences I have had range from retail and volunteering environments. I have strong interest in volunteering where I am to express my IT knowledge to others like audiences such as primary school children or university students. I had the privilege to manage and run activities with primary school children to help them better understand the importance of IT to our society and able to help the university in assisting first year students around the campus on orientation day. I used my multilingual skills such as my native speaking language Cantonese to help international students that struggle with English around the campus on orientation day.

Thank you for your time in reading and considering my application. I will be available for an interview at your own convenience. I hope to hear back from you soon.

Sincerely,
Annette Chan