Sample Cover Letter (page 1) and Cover Letter Template (page 2)

Key words

Proper letter format with addresses

Thanks reader; reiterates why you would be a good fit for this internship

Provides context beyond resume; explains what this experience taught you; focuses on one aspect of the position; shows how this experience can add value at Parsons

Elaborates on the position; explains the effects of your efforts; shows how this experience can add value at Parsons

States who you are; shows that you know the company; explains how you can contribute to company (not what you would learn from working there)

VT branding