

Bring one posting. Build two useful paragraphs.

An original InternshipDeadlines cover-letter exercise. Start by checking whether the employer accepts or requires a letter.

Prompt

Your own facts

Exact role and one responsibility that interests me

Experience 1: class, project, paid work or campus responsibility

What I personally did; what I can actually support

How it relates to this role

Experience 2: a different useful example

What I personally did; what I can actually support

How it relates to this role

Write an opening that names the role and a specific reason for your interest. Turn each example into a short paragraph. Close with your interest in discussing the work.

A partner checks:

- Which role is this for?
- What did the applicant actually do?
- Which sentence explains its relevance?
- Which claim needs evidence or a correction?

Revise before submitting. Check the employer's instructions, document accuracy and exported file. For the next role, change the role/evidence choices rather than changing only the company name.

Share the blank exercise; keep personal drafts private.

[Complete original cover-letter example](#) | [First résumé guide](#)

Preparation principles: [MIT CAPD cover-letter toolkit](#), checked October 5, 2026. The exercise is original editorial material; no MIT affiliation or hiring outcome is implied. Share the blank exercise with a friend or campus group.