

# FROM PERFUNCTOR TO POWERFUL:

## THE ART OF THE COVER LETTER

*I am writing  
to apply for a summer  
position at [insert  
organization name]*

### BEFORE YOU START:

- ✓ Reflect on who you are and what is different about you
- ✓ Consider adjectives that describe you naturally.
- ✓ Recall highlights, successes, challenges, and failures from past experiences (both professional and personal)
- ✓ The more reflective you are, the more effective your letter will be.

### SECOND PARAGRAPH:

#### Highlights from work experience

(Often in reverse chronological order but can be in chronological order if it helps the na