Congratulations! You have made an excellent decision to apply for an internship during your study abroad experience at the University of the Sunshine Coast.

You have now begun the process of compiling your application. An integral part of the overall application is a 1-2 page application letter, which provides both the University and your employer with a greater understanding of your expectations for the internship. This letter will be used to help assess your suitability for potential placement sites, identify the types of experiences you are seeking and to assist your employer in understanding your motivations for doing a placement.

In your application letter include the following:

- introduce yourself and briefly outline your academic preparation to date;
- indicate why you are interested in doing an internship on the Sunshine Coast;
- discuss the kind of internship you are seeking, noting the broad industry in which you hope to work, as well as some realistic tasks and responsibilities you would like to have during your placement;
- outline some of your learning objectives. What do you hope to gain from this experience?
- summarise your previous work experience, and demonstrate how this has prepared you for an internship.
- finally, outline how the internship experience could help you determine your future career path.

As the letter will be shown to prospective employers for them to gain an insight into your experience and what you hope to achieve from the internship, ensure that the letter is written clearly and correctly without grammatical errors.

Address the letter to:

Professor Pam Dyer
Dean
Faculty of Arts & Social Sciences
University of the Sunshine Coast
Maroochydore DC QLD 4558
AUSTRALIA

If you are unsure about how to go about writing an application letter, speak to your Academic Advisor or Co-operative Education specialist at your University, who will be able to advise you on appropriate language and formatting.