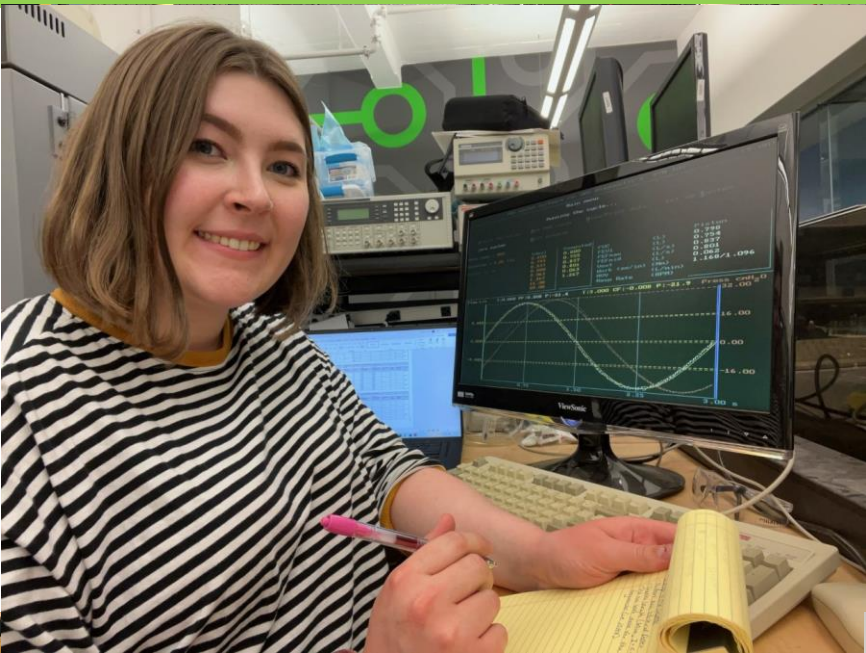


Find Paid Internship Opportunities in STEM



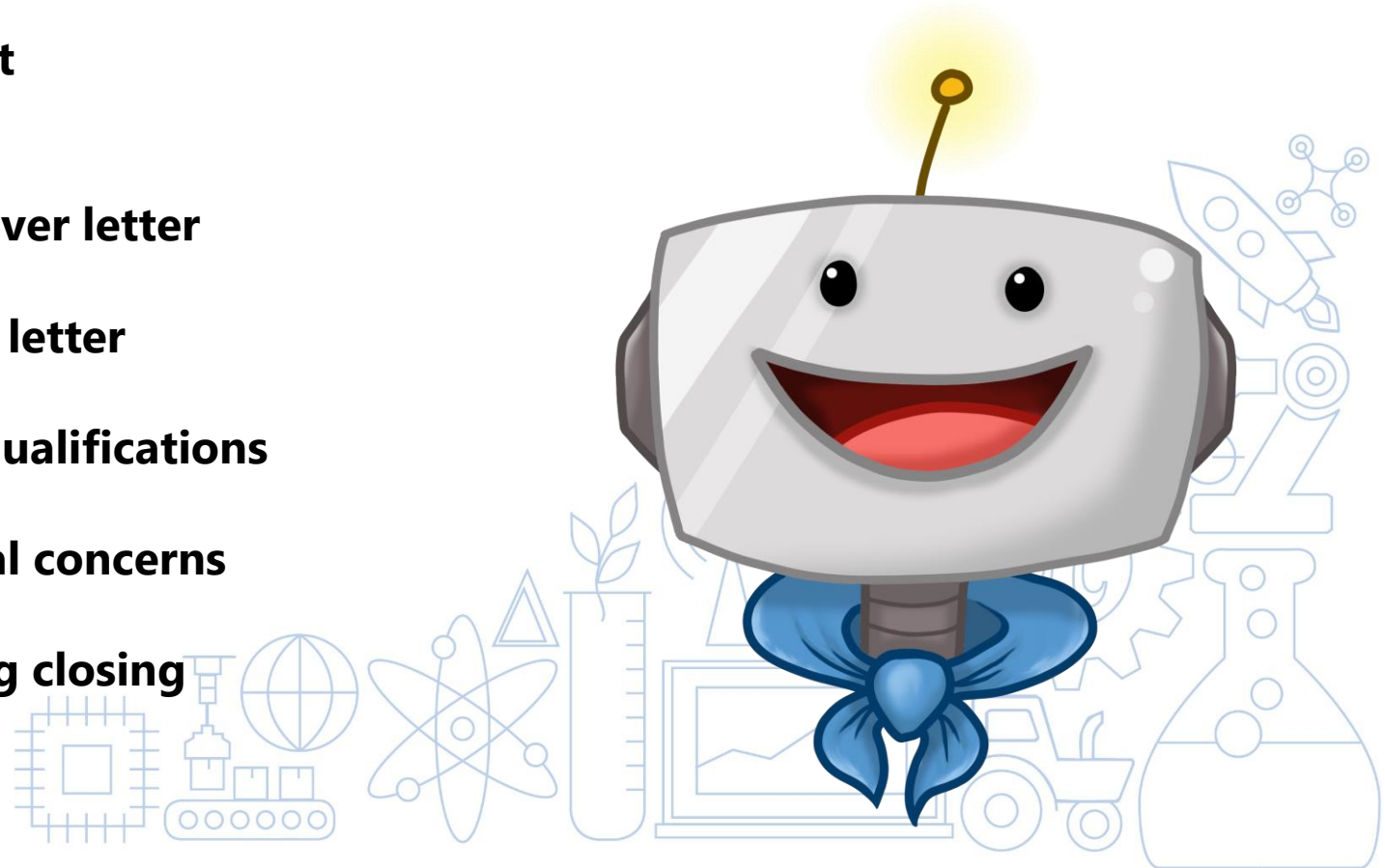
SciTech
INTERNSHIP PROGRAM™



**Enroll today at
SciTechMN.org**

Agenda:

- ⚛️ **What is SciTech?**
- ⚛️ **Eligibility Requirements**
- ⚛️ **How to reach out to employers**
- ⚛️ **How format a cover letter**
- ⚛️ **Customize cover letter**
- ⚛️ **Showcase your qualifications**
- ⚛️ **Address potential concerns**
- ⚛️ **End with a strong closing**





SciTech

INTERNSHIP PROGRAM™





Eligibility



Student Eligibility



18+ years old, Minnesota resident or attending college in Minnesota



STEM major with minimum GPA 2.5



Half-way through STEM degree:

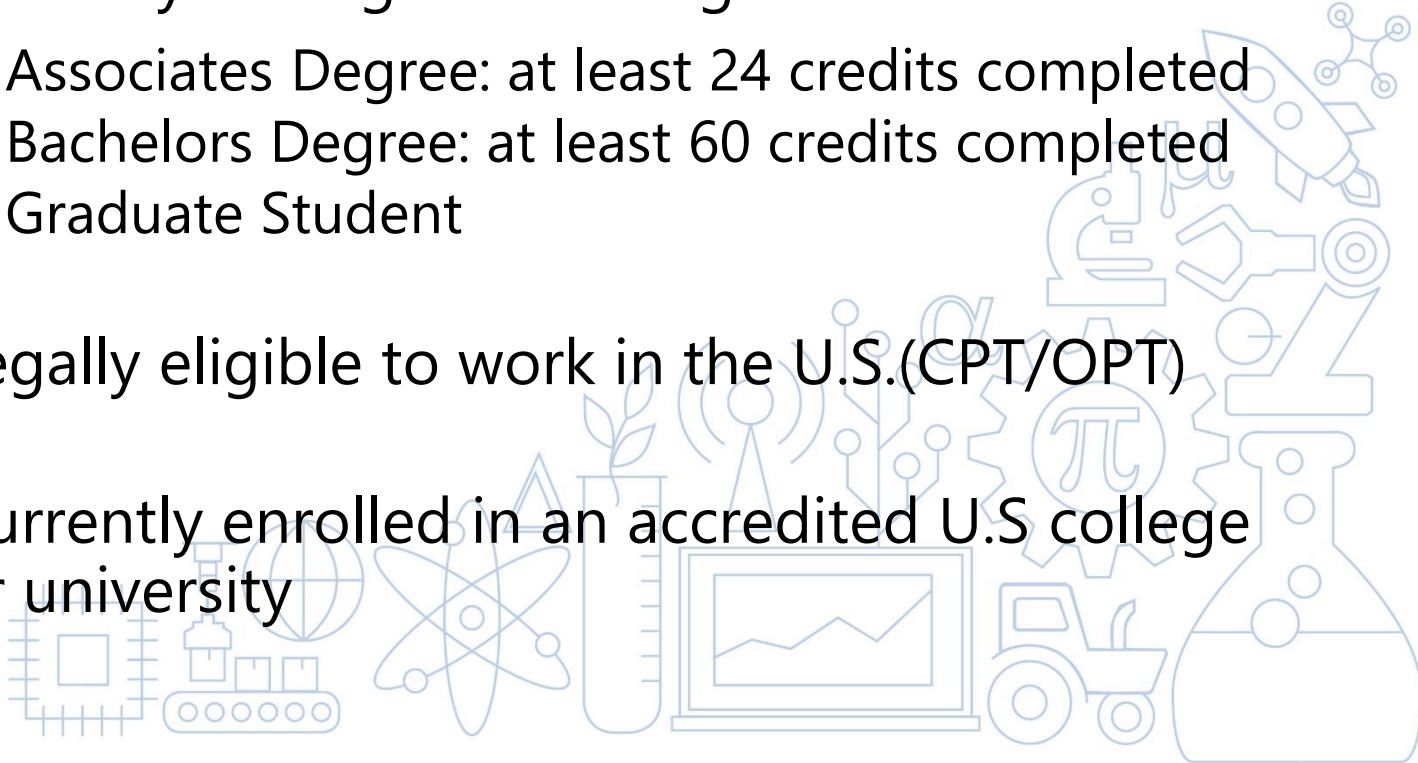
- Associates Degree: at least 24 credits completed
- Bachelors Degree: at least 60 credits completed
- Graduate Student



Legally eligible to work in the U.S.(CPT/OPT)



Currently enrolled in an accredited U.S college or university



Example email

Hello **Ms. Cleaveland,**

I hope you're doing well. I came across **Monteris Medical's** posting for the **R&D Engineering Internship** on the **SciTech job board** and I'm interested to apply.

I've attached a **copy of my resume and cover letter** for your consideration.

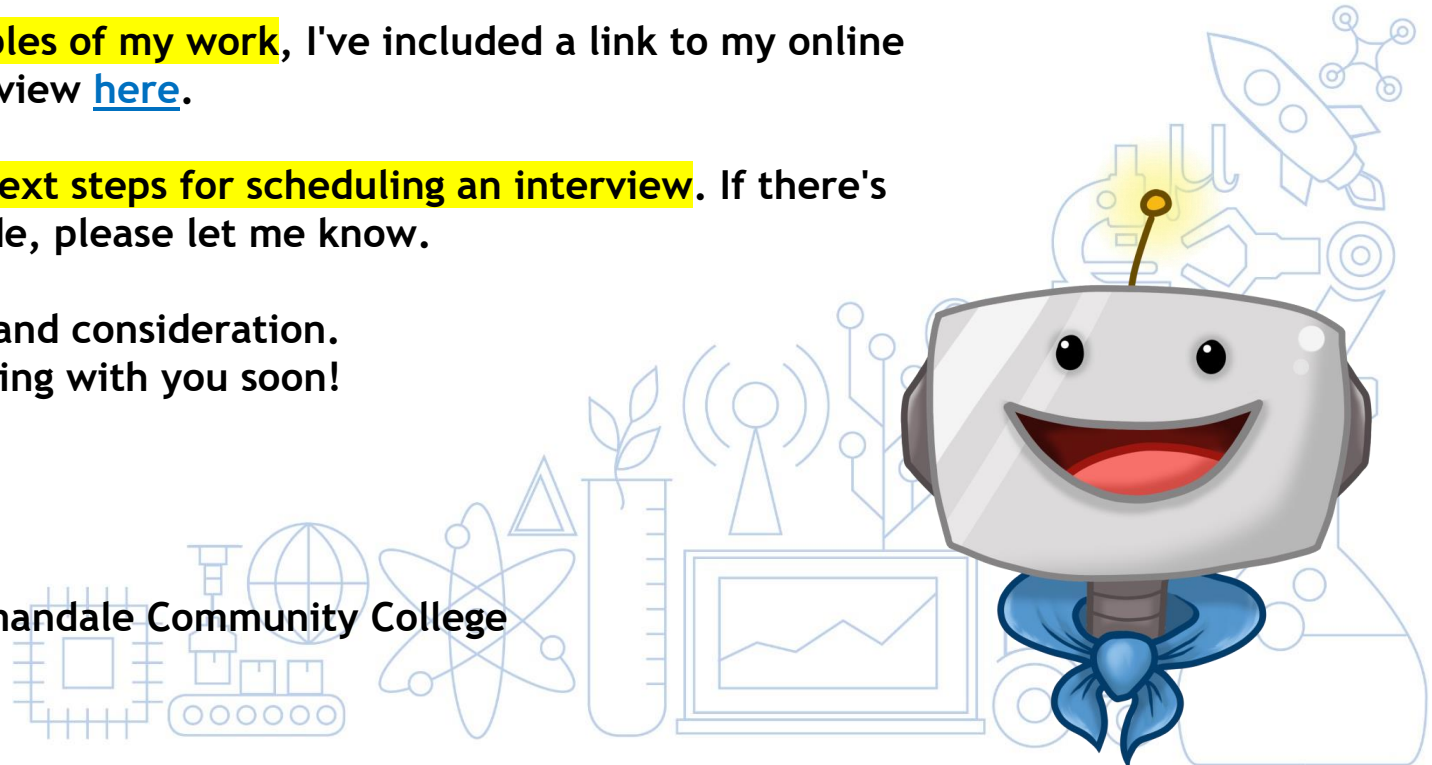
If you'd like to see **examples of my work**, I've included a link to my online portfolio, which you can view [here](#).

Please let me know the next steps for scheduling an interview. If there's anything else I can provide, please let me know.

Thank you for your time and consideration.
Looking forward to speaking with you soon!

All the best,

Kelly McComas
Engineering Major | Normandale Community College



Format Your Cover Letter



Professional Format

- Start with your contact information at the top, followed by the date and the employer's contact information.
- Use a formal salutation (e.g., "Dear Mr. Smith" or "Dear Hiring Manager").
- Use a professional font and formatting that is easy to read.





Research the Company

- The more you know about the company sets you apart for other candidates
- Consider your career goals, interests, and the prior work experiences that relates the company or position.





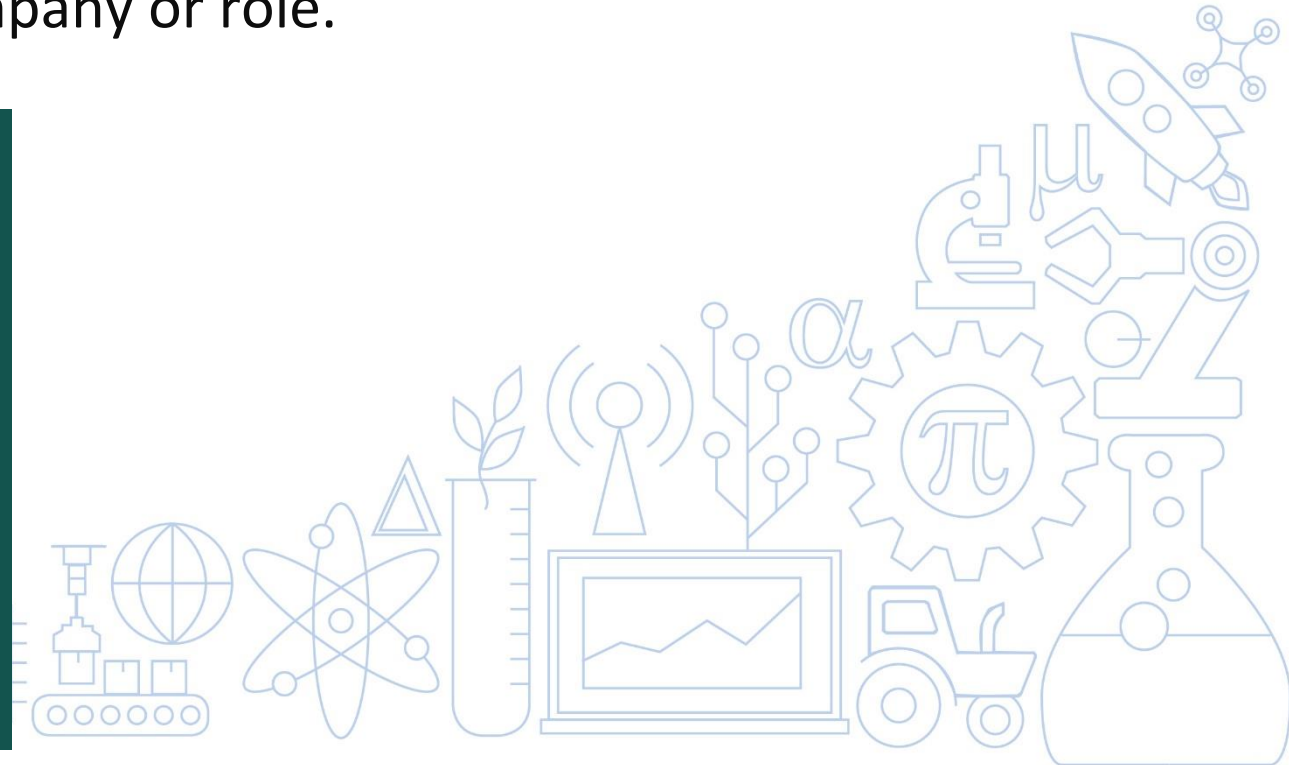
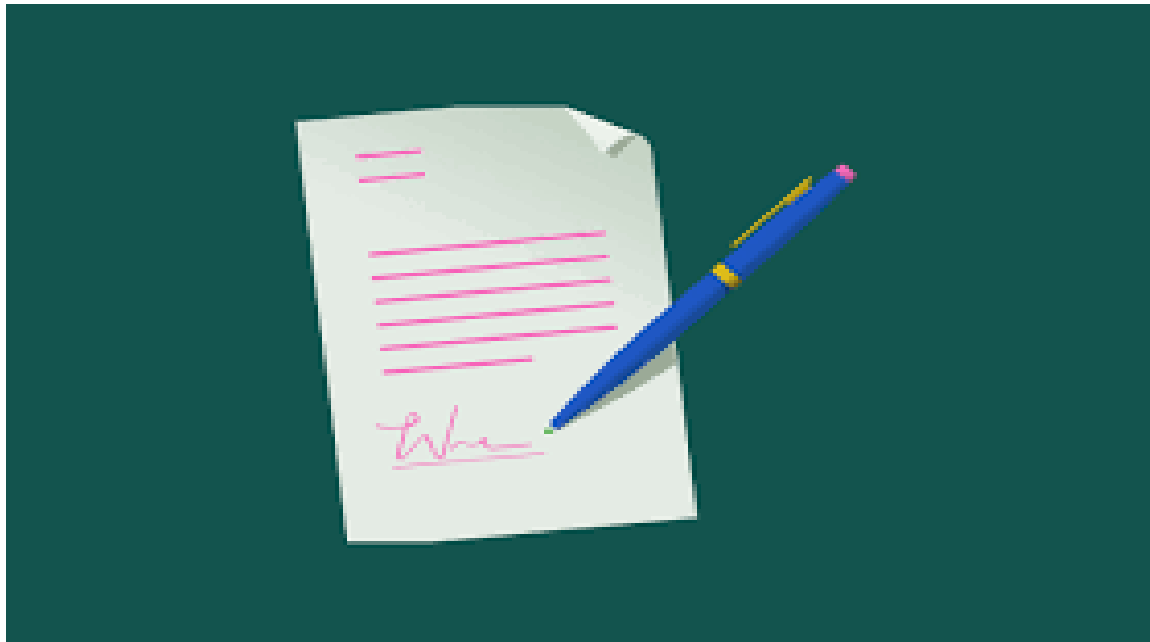
Customize each cover letter

Tailor your cover letter for the specific job you're applying for. Mention the job title and the company's name. Highlight the skills and experiences that are most relevant to the position.



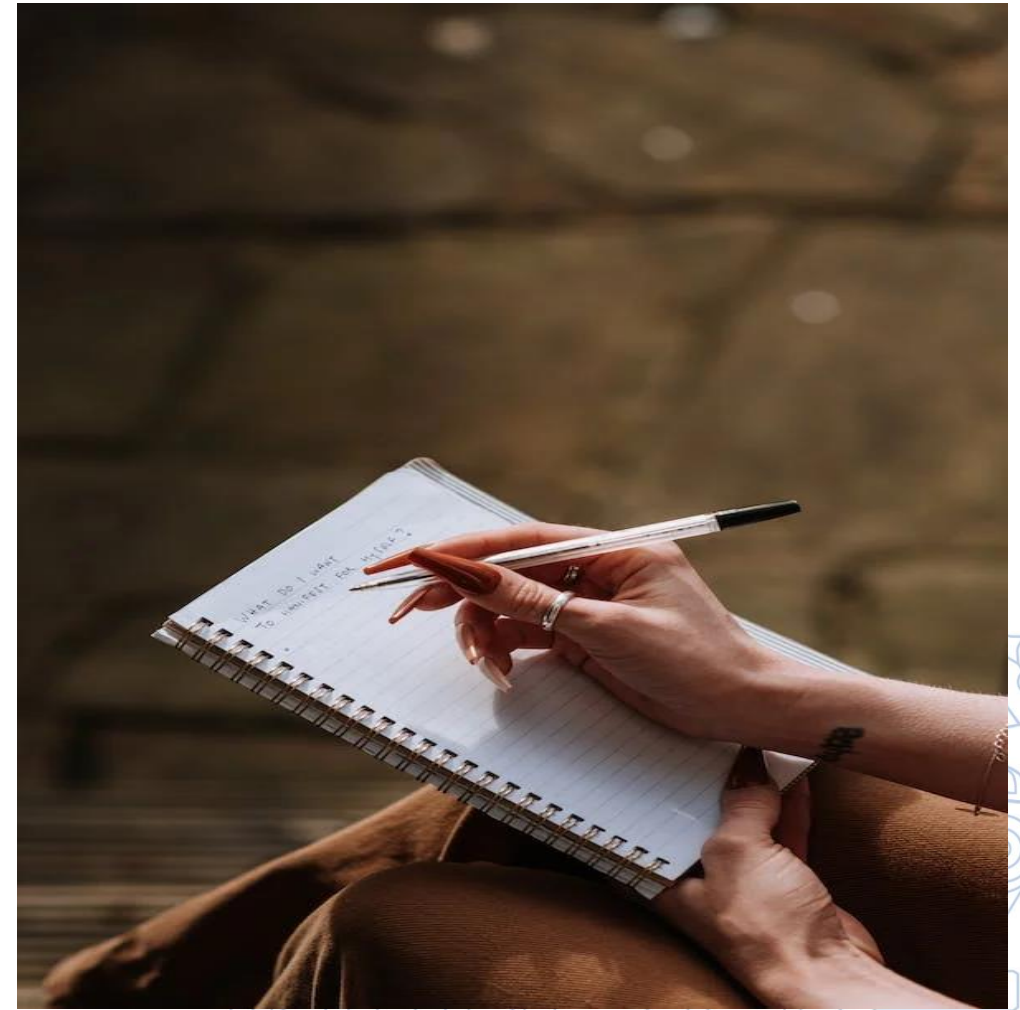
Engaging opening paragraph

Begin your cover letter with a strong and engaging opening. Grab the reader's attention and make them want to learn more about you. You can start with a personal anecdote, a relevant accomplishment, or a compelling statement about your interest in the company or role.



Keep it concise

A cover letter should be clear, concise, and to the point. Aim for a length of around 3-4 paragraphs, or one page.



Showcase
your
qualifications



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Qualifications

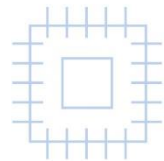
In the body of your cover letter, provide evidence of your qualifications and how they align with the job requirements



Highlight your unique selling points

Identify what sets you apart from other candidates and emphasize those qualities.

- ✓ Relevant certifications
- ✓ Languages you speak
- ✓ Specific accomplishments



Show your enthusiasm

Express your genuine interest in the company and the position. Explain why you want to work for this particular organization and how your values align with theirs.





Proofread and edit

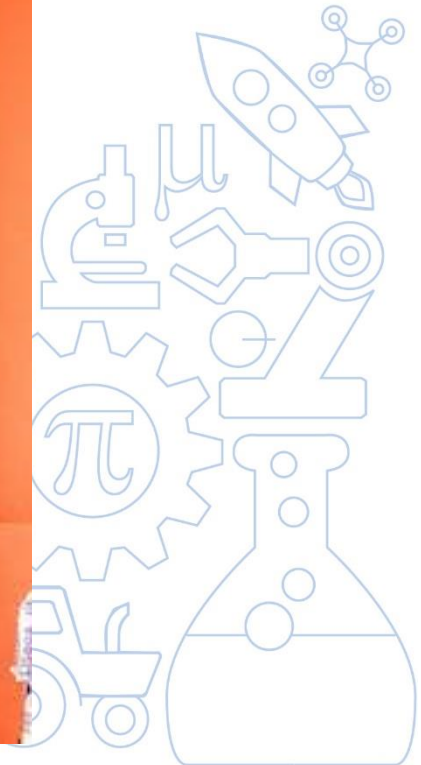
- ⚛️ Proofread your cover letter for spelling, grammar, and punctuation errors
- ⚛️ Consider asking a friend or mentor to review it as well





End with a strong closing

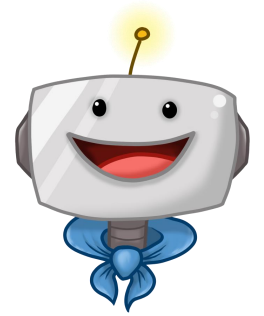
Conclude your cover letter with a clear and confident closing statement. Express your desire for an interview and your willingness to discuss your qualifications in more detail.



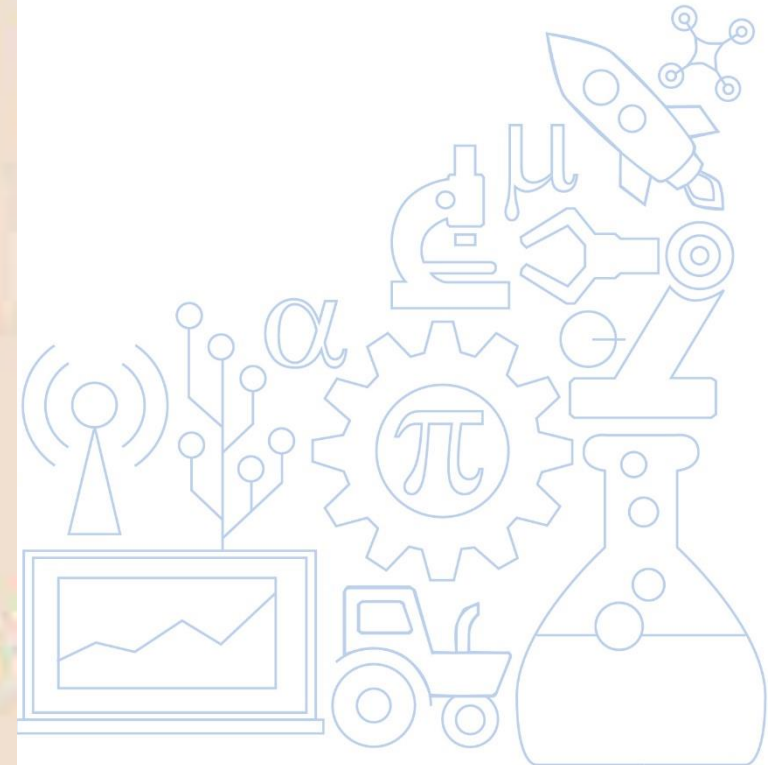
Professional Tone



Use a professional tone

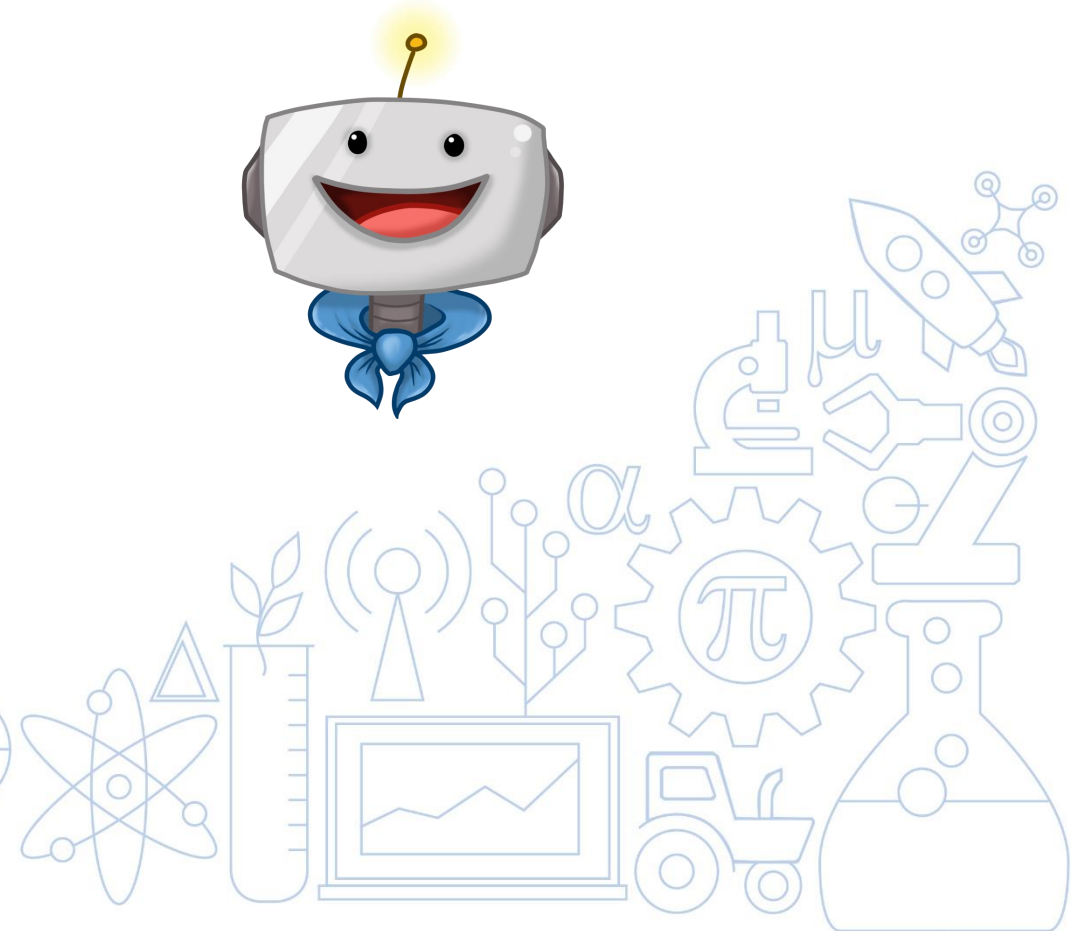
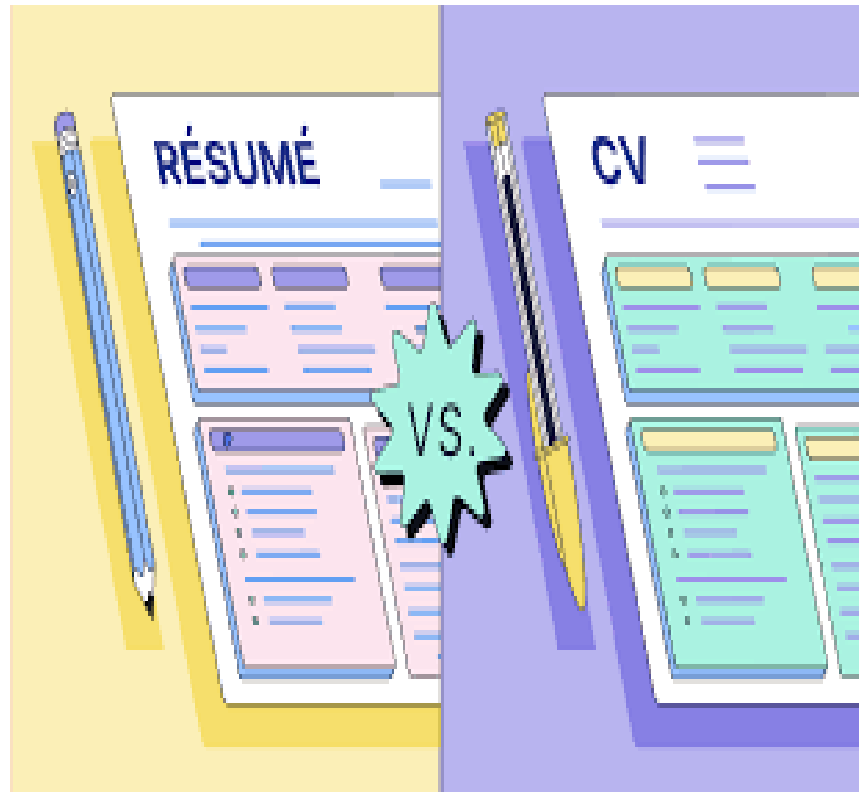


Maintain a professional and positive tone throughout your cover letter. Avoid using slang, jargon, or overly informal language.



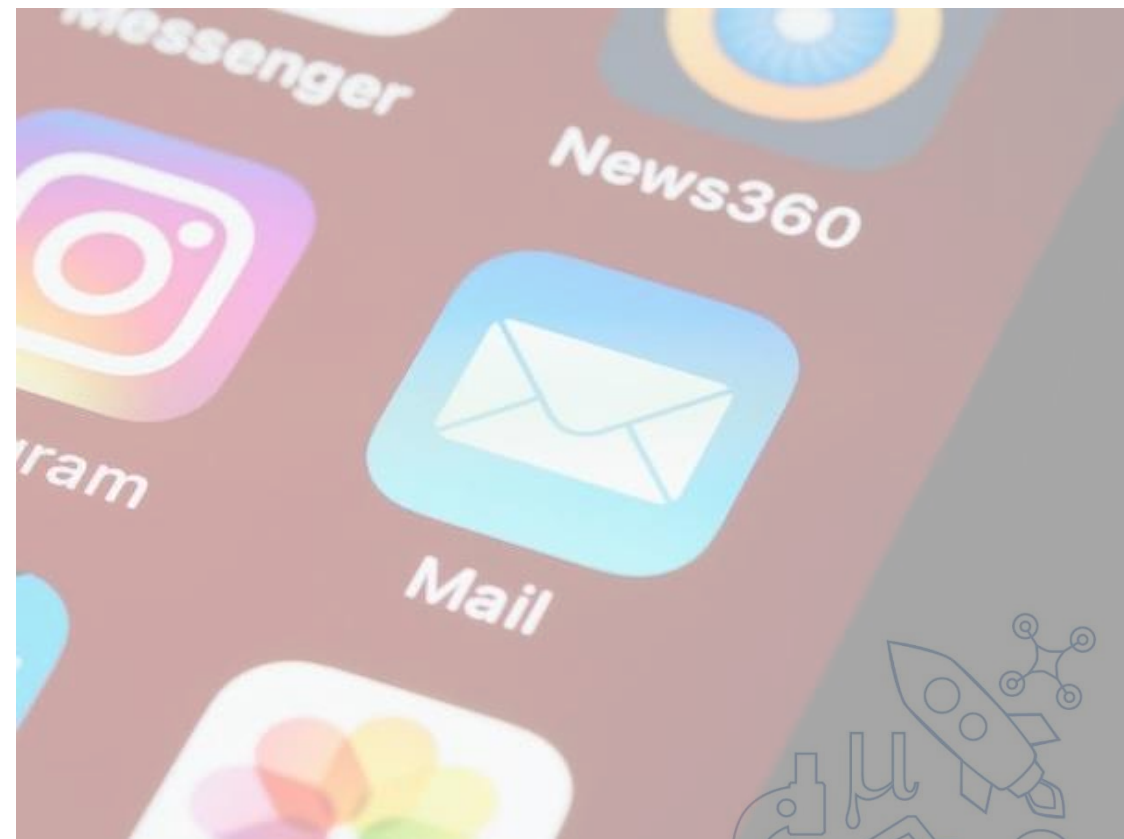
Attach a professional resume

Always include your resume with your cover letter and ensure that your resume complements the information in your cover letter.

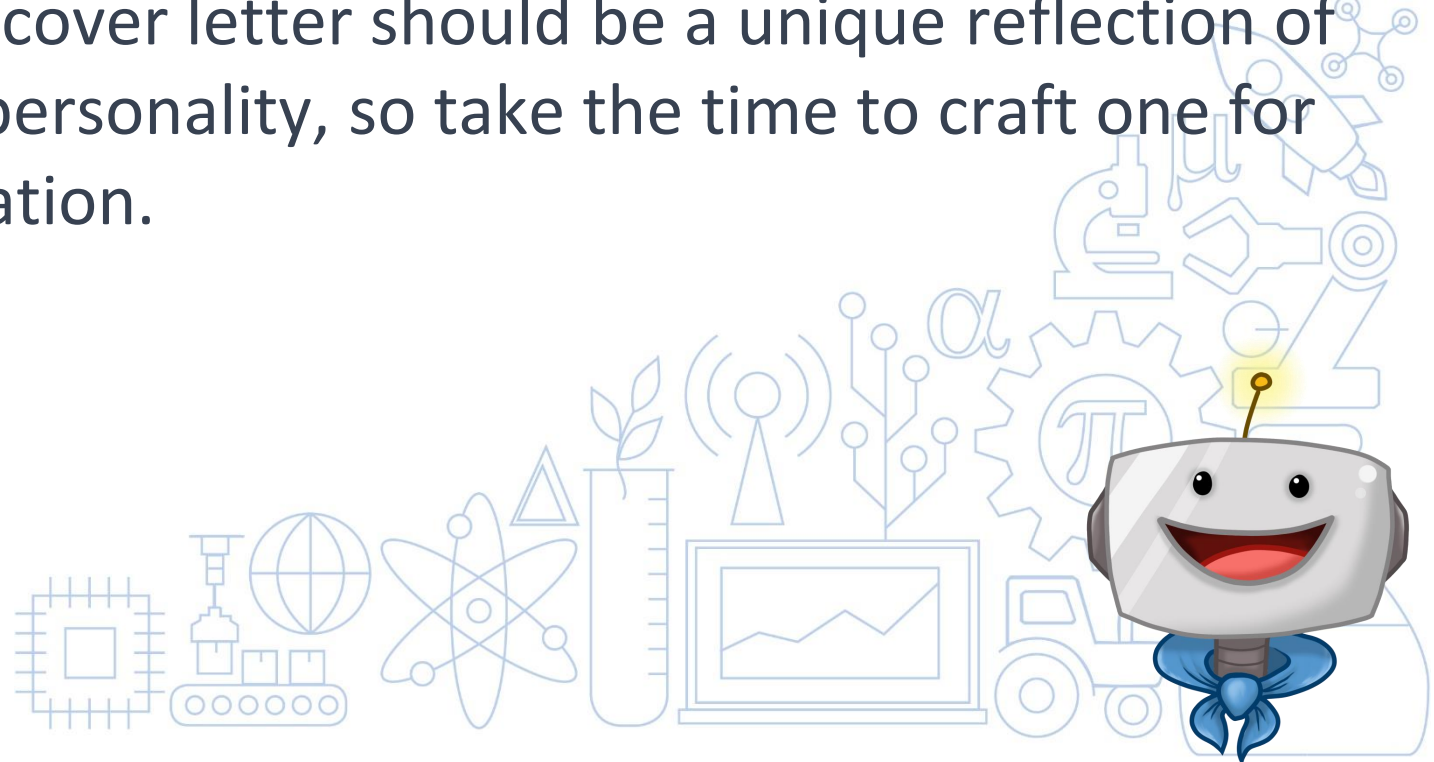


Follow up

If you haven't heard back within a reasonable time frame, consider sending a follow-up email to express your continued interest in the position.



Remember that a perfect cover letter is not only about showcasing your qualifications but also about demonstrating your enthusiasm and suitability for the specific job and company. Each cover letter should be a unique reflection of your skills and personality, so take the time to craft one for each job application.



Thank You!



**The SciTech Team:
Ama, Piper (and Champ)**



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