

Address of Company

Date

Dear Hiring Manager,

Paragraph #1: The first paragraph should cover the “big picture” of who you are as an employee. You might consider beginning with a statement of which job you are applying for. Consider mentioning that you are in a master’s degree program at the U or that you are due to graduate soon.

- In this paragraph, describe your background, your overall strengths, and your approach to OEH. You can also consider what the job ad asks for; if they are looking for a safety professional who can train workers, describe how you would approach that. If this is more focused on sampling and regulations, describe that.
- Include your elevator pitch of who you are as an OEH professional.

Sample Sentence: “I am dedicated to ensuring the health and safety of employees through a proactive, not reactive approach. I can offer your company an expertise in sampling for biological and physical hazards, a knowledge in regulatory limits, and a commitment to innovative problem solving.”

Paragraph #2: This paragraph is a chance for you to talk **specifically** about concrete tasks/accomplishments/interests. Avoid statements like: “I really care about the health of employees” in favor of describing something that describes a specific event/action you took. Offer 2-3 examples that demonstrate who you are as an employee. Note that these do not have to be OEH-specific! Offer examples of times you took initiative, recognized a problem, volunteered for something. . .

Sample Sentence: “My approach to ensuring the health and safety of employees is grounded in careful observation of work tasks. During my internship at XYZ company, I observed that warehouse employees encountered slip and trip hazards during the loading process. I spoke with the employees and then worked with my team to develop a new protocol for loading that reduced slips and trips by 20%.”

Paragraph #3: Tailor this next paragraph to the internship itself.

- Look at the job description
- Talk about your interest and ability/commitment/dedication
- Discuss any prior experience related to the job, even if it was in a non-IH field. You might describe general skills you can apply to the position or related experiences.

Sample Sentence: “I admire company XYZ’s hands-on approach to health and safety that emphasizes employee feedback. During my internship, I worked closely with several employees to understand their perceptions of risk and hazards in order to determine how to increase compliance with protective equipment use. I asked one employee why he preferred not to wear hearing protection, and he replied that it made it hard for him to hear his fellow employees. We collaborated with the EHS manager to implement a red-yellow-green system that let employees signal visually to each other.”

Thank you for your consideration. I can be reached at [phone/email](#) and look forward to hearing from you.

Sincerely,

Your Name