

Sample Cover Letter - Internship

USE SAME HEADER AS RESUME

FirstName LastName

Name University

Street

City, State Zip

cell: 555-555-5555

email

Date

Name

Job Title

Company

Street

City, State Zip

Dear Ms. LastName,

Please accept these application materials as sincere interest in the scientific research summer internship position that was listed through the University Career Services Office.

I have a great deal of laboratory experience in chemistry, biology, and geology, both indoors and in the field. In the lab, I have performed chemical reactions and I am currently using microscopes to observe many specimens. In environmental field studies, I have conducted outdoor labs to assess water chemistry.

Last summer, I worked as conservation assistant at Clumber National Park. I am seeking to complement this outdoor experience with a research internship in order to acquire the background necessary for a future career in scientific research.

I will call next week to see if you agree that my qualifications are a match for the position. If so, I hope to schedule an interview at a mutually convenient time. I look forward to speaking with you.

Thank you for your consideration.

Sincerely,

Signature

First Name Last Name