



Career Services
(773) 442-4680

www.neiu.edu/careerservices
Building B, room 119

SAMPLE COVER LETTER FOR AN UNADVERTISED INTERNSHIP

Current date

Ms. Alicia Keyless, Assistant Manager
Human Resources Department
Boys and Girls Clubs of Chicago
9768 American Street
Chicago, IL 60655

Dear Ms. Keyless:

I am a junior / senior at Northeastern Illinois University in Chicago majoring in _____ . I am seeking a/an (your field of interest) internship for the summer, fall, spring of year. (Name of organization) came to my attention because _____. I am especially interested in working (on/with) projects related to _____, _____ or _____. However, I am open to a project that meets your current needs.

It is my understanding that most organizations have projects they would like to complete but cannot, due to the limited resources of full-time employees. An internship could be a great opportunity to complete one or more of these projects.

Some of my relevant course work thus far includes _____, _____, and _____. As a result of the knowledge I have acquired in these and other courses, in addition to my (personal quality or other experience), I am confident that I could contribute to an important project while gaining some practical experience.

A current resume is attached for your review. I will contact you in a week or so to inquire about potential internship possibilities.

Sincerely,

Name
Phone
Email address

See back side for a completed version of this letter.

COMPLETED INTERNSHIP COVER LETTER

September 15, 2014

Ms. Alicia Keyless, Assistant Manager
Human Resources Department
Boys and Girls Clubs of Chicago
9768 American Street
Chicago, IL 60655

Dear Ms. Keyless:

I am a junior at Northeastern Illinois University in Chicago majoring in Communications, Media and Theatre. I am seeking a marketing internship for the spring of 2015. The Boys and Girls Club came to my attention because of the importance you place on helping young people, which is a value I share. I am especially interested in working on projects related to social media, direct marketing or public relations. However, I am open to a project that meets your current needs.

It is my understanding that most organizations have projects they would like to complete but cannot, due to the limited resources of full-time employees. An internship could be a great opportunity to complete one or more of these projects.

Some of my relevant course work thus far includes Business and Professional Communication, Media Writing, and Organizational Communication. As a result of the knowledge I have acquired in these and other courses, in addition to my strong work ethic, I am confident that I could contribute to an important project while gaining some practical experience.

A current resume is attached for your review. I will contact you in a week or so to inquire about potential internship possibilities.

Sincerely,

Charles Robinson
(773) 555-6755
c.robinson@gmail.com