

Your Name
Your Address
Your City, State, Zip Code
Your Phone Number
Your Email

Date

Name
Title
Organization
Address
City, State, Zip Code

Dear Mr./Ms. Last Name:

Thank you so much for the opportunity to intern at the Golden Star Home. It was a wonderful experience, and has served to solidify my desire that I would pursue a career in helping at risk teenagers.

Over the course of the internship, I was able to spend many hours with each resident, listening to them, and talking with them about their goals and plans for the future. It was incredibly rewarding to be able to help them focus and make plans when so many of them started out without much of a positive outlook on their lives.

Your advice and experience has been tremendously helpful throughout these past six months. I truly appreciate the confidence you showed in me by giving me this internship. I hope that after graduation, I might be able to speak with you about pursuing a career in social work.

Best Regards,

Your Name