



Sample Cover Letter for an Internship

Date

Name, Title
Agency Name
Address
City, State, Zip

Salutation,

My years of volunteering and previous job experience, as well as the courses I have taken at [Name of School or Program] have prepared me for a summer internship at [Name of Organization].

I have spent the past three years as a weekend volunteer for [Name of Project or Organization]. This has lead to part time employment while I am still in school. As a result I find I have a keen interest in working with underprivileged children. I am majoring in [Name of Major] and have taken [List of Relevant Courses] which help support my work as an intern in your organization.

Although I am interested in working directly with your clients, I will do whatever tasks you assign me, as it will give me a true understanding of how your organization works, and provide great insight into the “business” of helping needy children.

I am available to begin the second week of May and can work through the week following Labor Day. I will be happy to ‘work’ whatever hours you are able to give me, full or part time.

I will contact you next week to arrange a mutually convenient meeting. If you wish to speak with me before then, call [Phone].

Thank you in advance for your time and interest.

Sincerely,

[Name under Signature]

