

Date

Applicant Name
Applicant Address
City, State/Zip

Dear Internship Review Committee:

This letter is to express my desire and intent to become an Intern for the Ho-Chunk Nation. I am attracted to this program because of the unique work experiences and opportunities it will provide me during my educational journey. I am certain that my educational background, scholarly activities, professional experiences, and personality will be a great fit for the Internship Program with the Ho-Chunk Nation.

Currently, I am a student at the University of Wisconsin – Stevens Point with a major in Public Relations and a minor in Marketing. After I complete my degree, I intend to pursue a career in public relations for a government agency or a private firm. Ultimately, I hope to start my own consulting firm after I gain more experience in the field.

My ideal placement would be in the Ho-Chunk Nation Office of the President or at a gaming facility working in public relations. I have taken many classes which will suit me in either of those capacities, including public speaking, written communication, and several business classes. As you can see from my transcript, my academic achievements in those core classes have been consistently high.

I desire more opportunities to deepen my understanding of public relations and to join a community of employees committed to helping our Ho-Chunk society. An internship experience with the Ho-Chunk Nation will provide me an excellent opportunity to demonstrate the knowledge I have gained thus far in my postsecondary studies. Further, I know that the internship experience will enable me to find gainful employment when I graduate.

Enclosed in this dossier, the review committee will find my official transcripts including grades from spring 2015, current résumé, and two letters of recommendation. I appreciate your consideration of my application, and I look forward to hearing from the Education Department regarding its decision.

Sincerely yours,

Applicant name