



Writing your Letter of Intent for UCDC

Your letter of intent will have two purposes. First, it will be submitted with your application packet for admission consideration to the UCDC program. Second, (if admitted to the program), your letter of intent will be converted into a cover letter and sent by you, along with your resume and other requested documents (i.e. reference letters, transcripts) to potential internship organizations.

You may address your letter of intent generally to the "Internship Coordinator" (or if known, to a specific individual). You can focus your letter on a general career field **OR** if known, a specific organization/employer with whom you plan to apply. Following is an example that you can use as a general guide for format and content.

Suggested key points to discuss in your letter:

- Name the career field or organization/employer with whom you are interested in applying to and for which quarter
- Share why you're interested in working with that particular organization/employer or career field
- Indicate how you can contribute your personal strengths, skills, and educational background to that organization/employer or career field
- Use specific examples of technical or general skills, knowledge, experience (paid or unpaid), languages, and computer software that are relevant to the field
- Discuss how you think your career and academic goals will be supported by the experience of the internship

Remember this letter could also serve as your writing sample. Potential "employers" have neither the time nor the desire to read long letters. Be sure that your letter is well-written, edited and approximately 350 words long (3/4 to 1 page in length).



Letter of Intent - Suggested Layout

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

Date of Letter

Internship Coordinator's Name
Position or Title
Organization Name
Street Address
City, State Zip Code

Dear Mr. / Ms. Last Name of Addressee: *(If no name is available, use a generic title such as Internship Coordinator)*

Recommended topics to write about in opening paragraph:

- Type of internship you plan to seek
- Name career field or organization/employer with whom you are interested in applying to and for which quarter
- Discuss how you think your career and academic goals will be supported by the experience

Suggested key points to discuss in body paragraph(s):

- Information about what you know about a specific organization
- Specific examples of technical or general skills, knowledge, languages and experience relevant to the field
- Indicate how you can contribute your abilities and educational background to the organization or career field
- Discuss how you think your career and academic goals will be supported by the experience of the internship

Closing paragraph:

- Restate your interest in the position
- Inform reader of supporting documents enclosed
- Thank the reader for his/her time and consideration

Sincerely,

{ Your Signature }

Type your name



Letter of Intent - Suggested Layout

Diana DeeCee

5555 Oak Drive • San Diego, CA 91234
(858) 555-1234 • student@ucsd.edu

September 20, 2010

John Smith
Internship Coordinator
U.S. Environmental Protection Agency
1200 Pennsylvania Ave NW
Washington, DC 20460-0003

Dear Mr. Smith:

I am applying for a spring 2010 internship with the U.S. Environmental Protection Agency in Washington D.C. from 3/24/10 through 6/4/10. I plan to seek an internship position in the Criminal Investigation Division of the Office of Criminal Enforcement, Forensics, and Training (OCEFT). This position seems ideal for my leadership experience and career interests in law and I am confident I can contribute to your organization.

I am aware that the EPA is one of the nation's leaders in protecting our environment and finding solutions in protecting human health and safeguarding the world we live in. My interest in the field of environmental protection and law developed through my studies toward a minor in ecology and major in history at the University of California, San Diego. As a history major, I have gained strong analytical and critical thinking skills through class assignments, research projects and group discussions. My additional course work in ecology has increased my understanding of human behavior and their interactions with their environment. In addition to my academic training, my involvement on the UCSD Speech and Debate Team has given me the opportunity to strengthen my public speaking and communication skills on a variety of topics, including conservation, sustainability and social justice.

Along with my enthusiasm for environmental issues, I bring with me several practical office skills and legal experience that I can contribute to the OCEFT mission. This past summer, I worked for the San Diego Superior Court as a Pre-Trial Services Intern. In this position, I was responsible for researching the criminal history of alleged felons and conducting interviews of defendants for bail review hearings.

An internship with OCEFT would allow me to apply my skills obtained from work, campus involvement and academic experiences to a setting where I can make a difference for my country. I've attached my resume, recommendation letters, and school transcripts for your review. Thank you for your time and consideration of my application to the U.S. Environmental Protection Agency.

Sincerely,

Diana DeeCee

Diana DeeCee

Sample
DO NOT COPY