

Sample COVER LETTER/LETTER OF INQUIRY

Purpose:

- to locate a potential placement site
- to assist sites that want to circulate your application or resume to a number of potential sponsors

Criteria:

- Write to capture the reader's interest; make them want to turn the page and read more about you.
- Be as brief as possible; the attachments will include the details.
- Be clear about how and when you can be reached (name, address, phone numbers, fax or e-mail). Keep copies of everything. Inform MCPS coordinator of your contacts with sponsors.
- Keep the cover letter to one page.
- Follow up a week later.

Enclosures with cover letter:

- separate application if requested by employer.
- resume.
- letters of recommendation (optional).
- copy of your MCPS internship application. Eventually (the sponsor will need to see the signatures and emergency information on the back).

Do not attach information that looks better if incorporated into the resume (transcript, grades, awards, data on your MCPS internship application). Mention things you can provide upon request (references, portfolio).

SAMPLE (Use correct letter format)

	Your address Date
Name Title Address	
Dear (title) (last name):	
I am applying for an Internship Program with Montgomery County Public Schools beginning in September of 2011 through the academic school year in June. (a full working day each Monday through Thursday..., two hours a day, four hours each day until the end of your business day, Mondays through Thursdays...). The internship program is (an unpaid opportunity to earn academic credit) and (is coordinated by, is supervised by, additional program information is available from:)	
<i>Barbara Blazer</i> Internship Program Coordinator Winston Churchill High School <i>Phone: 301-469-1226, e-mail: Barbara_d_blazer@mcpsmd.org</i>	
(The internship will prepare me for a career in...; This internship opportunity will provide an opportunity for me to learn...; I would like to intern at/with... because..., I am interested in...Because...). (Experience that qualifies me for this position...; My proficiency in... will be an asset...; I have completed courses in... as preparation...; My background in... includes...; My qualifications are outlined in the attached...; I have compiled a portfolio of...; My experience in developing an Internet Home Page for... has given me a strong background in...) I am particularly interested in (assisting in your reelection campaign..., biomedical research..., administration and management of..., environmental planning..., assisting your organization with computer networks, applying my writing skills to..., combining my interpersonal and technical skills...).	
(Please advise me of the next steps.; I would appreciate the opportunity to set up an interview...) I will be calling you to clarify application deadlines and timelines. I can be reached at... Thank you for...	
	Sincerely, Your name and signature
cc: <i>Barbara Blazer</i> enclosures	

Sample Resume

YOUR FULL NAME

Permanent Street Address
City, State Zip Code
(Area Code) Phone number

CAREER OBJECTIVE:

A concise and meaningful statement describing one's career interests and goals.
Be as specific as possible without being too restrictive.
(Alternative: omit objective from resume and include in cover letter.)

EDUCATION:

School name, graduation date (month, year)
Cumulative GPA - usually listed if 3.0 or higher
Relevant course work: Foreign study programs, academic honors, and awards

EXPERIENCE:

List experiences as follows: Job title, employer, where, and when (month, year).
You may choose to put either the job title or employer name first, depending on which is more important or illustrative.
List experiences in reverse chronological order with most recent experience first.
May include full-time, part-time, related volunteer work or relevant campus activities, and internships.
Appropriate divisions for this category may include summer experience.
Use action words (present and past tense verbs) and adjectives to describe the skills you have applied and developed. Cite your specific responsibilities and accomplishments for each position. Be thorough in your descriptions without exaggerating.

Other categories to use if you have experiences which fit:

SERVICE LEARNING ACTIVITIES:

List experiences if they are relevant to your career objective.

LEADERSHIP ACTIVITIES:

Indicate leadership positions, such as offices held and responsibilities.
Use a format identical to the Experience section.

HONORS & AWARDS:

List academic honors, leadership, and athletic honors.

ACTIVITIES/SPECIAL INTERESTS:

Include details which help fill gaps in defining you. Be selective in your listing.

COMPUTER SKILLS:

List familiarity with computer systems, applications, and programs.

LANGUAGE SKILLS:

State degree of proficiency. This section is best used when you have advanced skills to showcase.

REFERENCES: Available upon request

[You will need a separate sheet with 3 references listed, providing the following contact information.

First and Last Name, Position, Name of Business or Institution, Street, City, State Zip Code, Phone number
Example: Mrs. Mary Jones, Guidance Counselor, Churchill High School, 5939 Muncaster Mill Road, Rockville, MD 20855, (301) 840-4600. Be sure to ask your potential references first.]