

YOUR NAME

Address
Phone; e-mail

Date

Their name
Organization
Address
Address

Re: Internship Opportunity

Dear Sir or Madam:

Opening: I am an undergraduate student majoring in Political Science at Radford University in Radford, Virginia. I am seeking an internship for SUMMER/FALL/SPRING 20XX.

Paragraph: Reasons you'd like to work for this organization. Try not to talk about how it's always been your dream to work there. Talk about how it will help prepare you for your chosen career in X. For example, for a law firm, talk about your desire to go to law school, your desire to learn more about branch Y of the law, your desire to work in public interest law after you graduate from law school.

Paragraph: Reasons you'll succeed at working for this organization. Talk about the coursework, work experience, values, and skills that you have that will enable you to succeed at this experience. For example, for a law firm, talk about your courses in Constitutional Law, past office experience, strong writing skills, and good interpersonal skills.

Conclusion: Thank you for considering my request. I look forward to the opportunity to intern with NAME OF ORGANIZATION. [Let them know the days/times you will be able to work in the internship or propose that you could work for the organization on a particular project the office needs completed]. I hope to hear from you soon. I can be contacted at PHONE and E-MAIL.

Sincerely,

Your name

Enclosure