

Date

Your address

Agency address

Dear....

Provide information about yourself and state your purpose for writing.

- Include your semester standing, school, major, etc.
- State your inquiry about opportunities to volunteer, intern, work, etc.

Explain why you are interested in this agency / this job field.

- Why would you want to work with this agency?
- What might you gain?
- What do you hope to learn?

Describe why you are a good internship candidate. Explain what you have to offer.

- What relevant experiences (volunteer, work, academic) have you had?
- What personal qualities do you possess?

Express your interest in meeting with someone from the agency.

- Indicate how or when you can be reached.
- Thank the person to whom you are writing for his/her consideration.

Sincerely,

Your Signature

Your Name