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 8/02