

# SAMPLE COVER LETTER

Do not copy exactly!

[TODAY'S DATE]

[NAME OF CONTACT PERSON]  
or Internship Coordinator  
[NAME OF COMPANY]  
[ADDRESS]  
[CITY, STATE ZIP]

Dear Ms./Mr. [CONTACT'S LAST NAME]:

I am currently a student majoring in [YOUR MAJOR] at Ithaca College. During the Summer of 2015, I will be attending the Ithaca College Los Angeles Program. I am interested in interning at [NAME OF COMPANY] in the [NAME OF DEPARTMENT, IF APPLICABLE]. I will be registered as a full-time student and earning college credit for my internship.

As my enclosed resume indicates...[DESCRIBE YOUR EXPERIENCES, SKILLS, WHY YOU ARE INTERESTED IN INTERNING FOR THE COMPANY, ETC.].

I will be arriving in Los Angeles the weekend of May 21-22. In the meantime, I can be reached at [STATE WHERE AND HOW YOU CAN BE REACHED UNTIL SCHOOL BEGINS].

Thank you for your consideration.

Sincerely,

[YOUR NAME]