

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 spring of 2016, 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. THIS IS WHERE YOU HIGHLIGHT YOUR EXPERIENCES THAT HAVE PREPARED YOU FOR THIS SPECIFIC INTERNSHIP. IT IS NOT A PLACE TO LIST ALL THAT YOU HAVE EVER DONE, THAT IS THE JOB OF YOUR RESUME.].

I will be arriving in Los Angeles the weekend of August 15th. 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]