

SUGGESTED FORMAT FOR A LETTER OF INTRODUCTION or COVER LETTER

Your First and Last Name
Your Address
City, State, and Zip
e-mail address
phone number (optional)

Date

Mr. Mrs. or Ms _____, Title
Company Name
Street Address
City, State, and Zip

Dear Mr, Ms, or Mrs. _____:

1st Paragraph - introduce yourself, who you are (Academy & Grade level), tell why you are writing; what you hope to observe, learn or participate in for an Internship. If for a job; name the position you are interested in, how you heard of this opening, your interest and enthusiasm for this position.

2nd Paragraph - mention one or two qualifications you think would be of greatest interest to the employer or mentor. Tell them your career goals, and why you are interested in this particular company. (Make sure you have accurate facts about the business). Make a positive statement about your skills and abilities. Be sure to indicate any related experience, courses, or certifications you have that would make you a valuable intern or employee.

3rd Paragraph – close with a gracious & excited thank you, refer to your contact information above (you may add you phone number here instead) If for a job refer to your enclosed resume or job application and ask for an interview. If this is for an internship be sure to mention the hours and days you are available to serve.

Sincerely,

(your handwritten signature)

Your Typed Name

Enclosure or Attachment: (if applicable)