

**SAMPLE COVER LETTER FOR AN UNADVERTISED INTERNSHIP**  
(If you don't have a position description to tailor your letter)

Current date

Name, Title  
Department  
Organization Name  
Street Address  
City, State ZIP

Dear (Mr./ Ms.) (Name):

I am a (year in school) at the University of Illinois at Chicago (UIC) majoring in \_\_\_\_\_ . I am seeking a \_\_\_\_\_ or \_\_\_\_\_ internship for summer, fall, spring, year. (If you know someone who suggested this organization or has a connection, **mention it here**).

Some of my relevant course work includes \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_. As a result of the knowledge I have acquired in these and other courses, in addition to my (personal quality or other experience), I am confident that I could contribute to (name of organization) while gaining some practical experience.

*In this section, include any or all of the following:*

- *A story about your background*
- *Why you are impressed with the organization*
- *Statements communicating your enthusiasm for the internship opportunity*
- *Details about specific skills that would be helpful to any organization, such as customer service, attention to detail, or specific skills such as Excel or HTML*

My resume is attached. I will contact you in a week or so to inquire about potential internship possibilities.

Sincerely,

Name  
Phone  
Email address

**See next page for a completed version of this letter.**

## COMPLETED INTERNSHIP COVER LETTER

September 15, 201X

Ms. Juanita Crecias, Assistant Manager  
Human Resources Department  
Boys and Girls Clubs of Chicago  
9768 American Street  
Chicago, IL 60655

Dear Ms. Crecias:

I am a junior at the University of Illinois at Chicago (UIC) majoring in Kinesiology. I am seeking a fitness-related internship for Fall 201X. My professor, Dr. Callas, suggested that I reach out to the Boys and Girls Club to inquire about potential opportunities.

Some of my relevant course work includes Physiology of Exercise, Sport and Exercise Injury Management and Exercise Psychology. As a result of the knowledge I have acquired in these and other courses, in addition to my personal commitment to bettering the health of urban youth, I am confident that I could contribute to the Boys and Girls Clubs while gaining some practical experience.

I was raised in Chicago with limited opportunities to stay fit, and feel strongly about working to provide opportunities to our youth to improve their physical fitness, since it is so entwined with overall well-being. I feel confident that I would be able to motivate and encourage your clients to do their best. In addition, I have experience with desktop publishing and social media, should you need assistance with marketing and promotion as well.

My resume is attached. I will contact you in a week or so to inquire about potential internship possibilities.

Sincerely,

Charles Robinson  
(773) 555-6755  
c.robinson@gmail.com