

(Sample cover letter: Internship in English, 350-449)

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15 August 2XXX

Harriet A. Hippie, Executive Director
The Counseling Center of Milwaukee, Inc.
2038 N. Bartlett Ave.
Milwaukee, W 53202

Dear Ms. Hippie:

I am writing to express my interest in a fall internship at your agency. I have just been accepted into the internship program in the Department of English at UW-Milwaukee, and I am eager to get started.

According to the information you provided to Carolyn Kott Washburne, who directs the internship program, you are looking for someone with good writing, communication and organizational skills to work on your newsletter and other marketing materials. As an English major, I believe I possess many of these skills already; as I look ahead to graduation, I am seeking professional experience. An internship at The Counseling Center would be beneficial for my career goals, and I believe I can make a contribution to your team.

Because of my fall course schedule, I would be available on Tuesdays and Thursdays, if this fits in with your needs. Thank you for your consideration, and I look forward to hearing from you.

Sincerely,

Sharon A. Schmidlapp

Enclosure: Resume