**First Name Last Name**

Street Address, City, State Zip / XXX.XXX.XXXX / email address / url for linkedin profile

Month Date, Year

Jane Doe (if you have a specific name)

Company Name

Company Address

City, VT Zip

Dear Hiring Manager (or specific name if you have one),

I am writing in response to your opening for a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Intern with \_\_\_\_\_\_\_\_\_\_\_\_\_. I was very pleased to see your listing with the Vermont Intern Program of Vermont Businesses for Social Responsibility (VBSR), as I have been looking for a position that will combine my interest in \_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_ with my skills in \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I am currently studying \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_, with graduation anticipated in Month, 20\_\_. (I have recently graduated from \_\_\_\_\_\_\_\_\_\_\_\_\_\_ with a degree in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.) I am looking for a summer internship that will help me further my professional skills and compliment my academic studies, while contributing to an organization whose mission I believe in. I have researched Company Name and reviewed your description of the internship, and I believe I am qualified for this opportunity based on the following:

[WHY DO YOU WANT THIS INTERNSHIP? WHY ARE YOU PASSIONATE ABOUT THIS POSITION AND THE WORK THE EMPLOYER DOES? HOW DO YOU CONNECT WITH THE EMPLOYER’S MISSION?]

[WHAT SKILLS IS THE EMPLOYER LOOKING FOR? IF YOU HAVE THEM, LIST THEM BELOW AND HOW/WHERE YOU LEARNED THEM. INCLUDE WORK EXPERIENCE, VOLUNTEERING, CLUBS AND RELEVANT COURSEWORK.]

[WHAT MAKES YOU UNIQUE? WHAT PERSONAL STRENGTHS WOULD BE HELPFUL TO AN EMPLOYER OR TEAM?]

Should you have any questions or like more information, please contact me at XXX.XXX.XXXX or email address.

I thank you for your consideration, and I look forward to hearing from you.

Sincerely,

Full Name