

Sample Cover Letter - Internship

FirstName LastName
Name University
Street
City, State Zip
cell: 555-555-5555


Date

Name
Job Title
Company
Street
City, State Zip

Dear Ms. LastName,

I am interested in applying for the scientific research summer internship position that was listed through the Name University Career Services Office.

I have had a great deal of laboratory experience in chemistry, biology, and geology, both indoors and in the field. In the lab, I have performed chemical reactions and I am currently using microscopes to observe many specimens. In environmental field studies, I have conducted outdoor labs to assess water chemistry.

Last summer, I worked as conservation assistant at Clumber National Park. 

I am seeking to complement this outdoor experience with a research internship in order to acquire the background necessary for a future career in scientific research.

I believe that I would be an asset to your program. This internship would provide me with the ideal opportunity to assist at your organization and to expand my research skills.

I will call next week to see if you agree that my qualifications seem to be a match for the position. If so, I hope to schedule an interview at a mutually convenient time. I look forward to speaking with you.

Thank you for your consideration.

Sincerely,

Signature

FirstName LastName