

Internship Inquiry Letter Template

By the time you get to the point of writing this letter, you will have already completed your internship search plan, formulated your strategy, researched target companies and individuals and prioritized your approach. Nice work! Now the trick will be to craft a letter that demonstrates your genuine interest in a particular internship and communicates your commitment to the opportunity. Refer to your Cover Letter Tips and Guidelines. Now let's go deeper.

What insights can you cull to customize the content and personalize the appeal? Well, naturally there's the internship job description itself and the "intel" you've gathered about the company organization. How can you set yourself apart? Consider searching for some biographical information about the person you're contacting. LinkedIn, Facebook and the company website are good places to start. Maybe they're an alumni of your school or you have something else in common, or there's something you can find about their experience about which you're curious and what to know more. One single reference to something like this, and you're sure to pique some curiosity. Of course, the rest is up to you.

Here's a sample template that you may find helpful.

"Dear Mr./Ms.[Last Name]:

I am a junior at XYZ College, majoring in journalism. I am very interested to learn more about the inner-workings of an electronic publisher such as E-Books, Inc. and how your business is working to modernize its service model in today's consumer environment. I would like to explore the opportunity to know more about the company, including learning about your internship program."

[The next paragraph should include information about your background and experience. You can also elaborate on your interest in the particular career field and/or the organization as well as describe how you may have the specific skills sets for the position. Then rely on your ingenuity to set yourself apart!]

How do you close your letter of inquiry? Keep it simple:

"I hope you will consider my proposal. Please contact me if you have any questions."

Attach a file with your résumé.