| Your Name | Street Address, City, ST ZIP Code  Telephone  Email |
| --- | --- |

**Date**

**Opening**

To whom this may concern:

Dear recipient,

**Reason you are writing**

I am interested in the (position) available at (name company)

**Tell them who you are**

What is your major?

Where do you go to school?

**Tell about previous experiences**

What jobs or internships have you had

What type of projects have you worked on?

Tell them why you are the best candidate for the internship?

Describe the skills you gained through your experiences.

**Closing Remarks examples**

Thank you for taking the time to consider my application

I would appreciate the opportunity to meet with you and discuss my qualification

You can contact me at (email) or( phone number)

**Sign it**