

# Sample internship cover letter

*Inside address or create letterhead. Include your name, street address, city, state, zip, telephone #, E-mail and HTML if appropriate.*

**Chris Planner**

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1223 Pleasant Lane, Ames, Iowa 50211 · 515-345-2345  
E-mail: [chrisp@iastate.edu](mailto:chrisp@iastate.edu)

*date*

October 5, 2005

*person's name, their job title street address city, state, zip*

Edward Jones, Director  
Slayton Regional Development Center  
2401 Broadway Avenue  
Slayton, MN 34567

*greeting*

Dear Mr. Jones:

**Paragraph 1**  
*Why you are writing the letter; something you know about the organization or how you learned of the position.*

Please consider me a candidate for the planning internship position with the Slayton Regional Development Center that was recently advertised through the College of Design's Career Services office. In December 2006, I will graduate with a B.S. in Community and Regional Planning from Iowa State so am eager to put my academic experience to work as an intern. I am available to work May 15-August 4, 2006.

**Paragraph 2**  
*Your qualifications; why you should be considered for a position with this organization.*

Through the studio projects summarized in the enclosed resume, I have gained the necessary experience outlined in the job description: housing needs assessment, statistical research, developing comprehensive plans and zoning. I recently completed a grants writing course, which gave me "hands on", experience in developing grant proposals. I plan to work hard and learn as much as I can during my internship and believe I could be a valued asset to your planning organization.

**Paragraph 3**  
*Closing and an action plan. Ask for the interview or an opportunity to meet in person.*

Thank you for considering my application. I would like the opportunity to meet with you in person to further discuss my qualifications and the Slayton Regional Planning Intern position. I am available to interview during Thanksgiving break, November 22-26 or any time that is convenient for you. I can be reached by telephone or by e-mail; both are included in my resume.

*salutation*

Sincerely,

*your signature*

Chris Planner

*your name typed*

Chris Planner

*Enclosure line*

Enclosure