

SAMPLE COVER LETTER: INTERNSHIP

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Office of Senator Karol Winston
ATTN: Recruitment Coordinator
East Capitol Street, NE and 1st Street, NE
Washington, DC 20002

Dear Senator Winston:

I am currently a student at the University of Maryland University College (UMUC) studying History. I am submitting this cover letter in hopes of joining your team as the Community History Advocate Intern. I learned of this position from UMUC's Career Services site, CareerQuest. I have attached my resume for your review and believe that I would be a strong addition to your team.

Last year, I volunteered for our local archives documenting the settlement of my hometown, Abilene, Texas. My job included gathering and reviewing original sources, conducting informational interviews, and writing summaries. In my upper level African American History class, I did an oral history project on genealogical roots of the community where I was stationed in Alexandria, Louisiana. These experiences, coupled with my ability to manage multiple projects and communicate clearly in writing and verbally, make me a strong candidate for the Community History Advocate Intern position.

I would appreciate the opportunity to meet and discuss this position further and how I can contribute to the project's mission and to your team. I can be reached at 555.555.5555 or sintern@yahoo.com. I look forward to speaking with you.

Sincerely,

Steven Intern