

2124 Grant Ave.
Fort Wayne, IN 46815
July 20, 2004

Sample Cover Letter for Internship

Ms. Joyce Catalin
Office Manager
Mayor's Office
Allen County Bldg.
Fort Wayne, IN 46802

Dear Ms. Catalin:

As a History major at Indiana University, Fort Wayne, I have developed a comprehensive understanding of both federal and state governments. However, I realize that actually working in a political setting is critical in integrating the theory learned in the classroom with the actual daily workings of a government office. It is for this reason that I am hopeful that you will consider me for an internship in the Mayor's office next spring.

I am confident I would be an asset as an intern in your office. I have developed excellent research and writing skills during my three years at IPFW. In addition to the many papers I have written for my classes, I also completed a summer internship with the Fort Wayne Economic Alliance Corp last year. I researched and wrote stories for *The Communicator*, as well as a number of press releases to announce campus events. My writing skills would be beneficial in writing briefings, research summaries, and correspondence if I am offered an internship with your office.

I have worked extensively with the public in my various jobs. As a hostess and waitress at the Hilton Hotel, I often came into contact with business and community leaders. The restaurant within the Hilton prides itself on excellent customer service and we were encouraged to do whatever was necessary to ensure that patrons had a superb dining experience. I was promoted to head waitress during my second summer at the Hilton, partly due to the excellent rapport I established with customers. I have also worked as a tour guide at IPFW in the Admissions Department, interacting regularly with prospective students and their parents. I understand the importance of courteous and professional contact with the public, and am eager to work with the Mayor's constituents.

I would be honored to have the opportunity to work with such a great political leader. I will call you next week to discuss the possibility of an internship in more detail with you. . If you would like to contact me, I can be reached at (260) 555-1212 or by email at mbrown@yahoo.com. I look forward to speaking with you.

Sincerely,

Molly Brown
Enclosure