

Sample Internship Proposal Letter

Dear Ms. Doe:

I am a sophomore English major at Smith College interested in interning with Easter Seals Disability Services this January.

I learned about Easter Seals in Western Massachusetts last summer as a counselor at Camp Friendly's in Goshen where I worked with special needs campers. The impact the Easter Seals program had on the children—building both their physical confidence as well as their self-esteem—inspired me to contribute my skills and energy to the organization during the school year. I'm specifically interested in learning how a national non-profit operates at the local level with regard to fundraising and other outreach initiatives.

The attached resume will give you additional information about my background. I will call you next week to discuss the possibility of interning with Easter Seals this January, and I look forward to speaking with you.

Sincerely,

Madison Quinn