

Sample Cover Letter



Sara A. Ryan
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March 3, 200X

Kristen Walberg
Internship Coordinator
American Enterprise Institute for Public Policy Research
1150 17th Street
N.W. Washington D.C. 20036

Dear Ms. Walburg:

I am interested in applying for a summer internship within your organization. Specifically I would like to apply for either the Economic Policy or Foreign Policy internships. By participating in your organization's internship program, I hope to gain a better understanding of how policies are shaped and their influence on economic security, foreign aid and international trade.

Currently, I am a junior at Whittier College with a major in political science and a minor in Spanish. I have taken various courses in international relations, American and comparative politics and economics. In my position as research fellow, I assist an economics faculty member in conducting research on the relationship between international trade and the growth of small business specializing in manufacturing.

This position has enabled me to strengthen my research and analytical skills by utilizing a variety of government publications and resources describing economic and business forecast trends. As indicated on my enclosed resume, I have also developed strong communication and organizational skills through my involvement in campus activities and other work experiences.

I am excited about your internship program and the opportunity to work for your organization. In addition to my resume, I have enclosed a copy of my college transcript and a writing sample. Please let me know if you need further information. Thank you for your consideration.

Sincerely,

(signature)

Sara A. Ryan
Enclosures