FirstName LastName

123 Main St.

City, State, Zip Code

Month Day, Year

FirstName LastName of Internship Coordinator (if known: otherwise delete this line)

Name of Organization or Office

123 Main St.

Washington, D.C. Zip Code

Dear Internship Coordinator:

Your introduction includes your (1) current academic level, major, and university, (2) future aspirations, and/or how this internship would be pertinent to your career, (3) general interest in the position. This should be about three or four sentences. In terms of formatting, do not indent your cover letter paragraphs, but do maintain single spacing, use a neutral font like Times New Roman or Calibri, and try to create the best possible first impression.

Your first body paragraph should explain either a particular skill set, or a clear theme about your strengths as an employee. It is most common for a body paragraph to focus on your specific experience (one position) in a student organization, internship, job, or research setting. We recommend using the TAXES paragraph format: Topic Sentence, Assertion, eXample, Explanation and Significance. Should you feel comfortable breaking away from this typical paragraph structure, make sure that your body paragraph is still conveying one clear message.

Your second body paragraph should explain a second skill set or clear theme about your strengths as an employee. When composing your cover letter, try to use language that is direct, confident, and concise. There is no need to use jargon or “big” academic words. This document should be easy and pleasant to read. This is also an opportunity to show what makes you unique. If you can, convey (1) what you are passionate about and why, and/or (2) elaborate a quality that did not fit into your resume, and/or (3) a positive sense of your personality.

I am confident that my experiences, skills, and interests in the goals of <Organization name> have prepared me to be a strong intern with your office. As a participant in the University of California UCDC Program, I will be available to work from <Month Day, Year> to <Month Day, Year>. To discuss my qualifications further, I may be contacted at fnlastname@ucdavis.edu or by phone at (123) 456-7890. Thank you for your time and consideration.

Sincerely,

FirstName LastName