Your First and Last Name

Your Street Address

Your City, Your State Your Zip Code

Month Day, Year

First and Last Name of Internship Coordinator (if known; otherwise, skip)

Name of Organization

Street Address of Organization

Washington, D.C. Zip Code of Organization

Dear First and Last Name of Internship Coordinator (if known; otherwise, write "Internship Coordinator"):

I am writing to express my interest in applying for the Title of Internship (if known; otherwise, skip) internship at Name of Organization. As a class level (i.e. junior) pursuing a Type(s) of Degree (i.e. Bachelor of Arts) in Major(s) (write Minor(s) here too!) at the University of California, Davis, this internship would allow me to how you anticipate strengthening your understanding of your career field(s) through this internship. Interning at Name of Organization would how you anticipate this internship impacting your future career (i.e. how it will be beneficial to you when pursuing law school after graduation).

Body Paragraph #1: Topic Sentence Introducing Experience #1. Each body paragraph should cover only ONE experience at ONE organization and are stand-alone. This can be a job, internship, volunteer experience, club position, class research projects, etc.). Explain a skill set or a clear theme that speaks to who you are as an employee. Remember, employers want to know who YOU are. Choose an experience that is specific to you and shows off your strengths! Wrap it all up with a concluding sentence that links the skills you have developed to this internship that you are applying for. Your entire paragraph should be 4-5 sentences long.

Body Paragraph #2: Topic Sentence Introducing Experience #2. It should be independent of Body Paragraph #1. It will cover its own unique experience and skill set. Please see directions for Body Paragraph #1.

I am confident that my experiences, skills, and interests in the goals of Name of Organization 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 Tuesday, June 18, 2024, to Friday, August 23, 2024. To discuss my qualifications further, I may be contacted at Your UC Davis Email Address or by phone at Your Phone Number. Thank you for your time and consideration.

Sincerely,

Your First and Last Name