

Dear Ms. Smith:

Please accept my application for the Winter 2014 Quarter internship position with the ABC Organization. I have attached my resume, cover letter, list of references, and writing sample <IF APPLICABLE> to this message. I will be in Washington, D.C. in the Winter of 2014 as a participant in the UC Davis Washington Program. Thanks for your time and I look forward to hearing from you soon.

Sincerely,
Donald Duck