

Example Cover Letter for an Unadvertised Internship

1452 65th St.
Westchester, PN 16354
April 1, 2000

Ms. Carol Higgins
Manager
XYZ Engineering Firm
647 Revolution Way
Dallas, TX 76352

Dear Ms. Higgins:

I am a sophomore at Western Plains University interested in pursuing a career in Chemical Engineering. A summer internship with your company would provide me with the opportunity to apply the knowledge learned in my first two years of coursework at WPU. I have researched XYZ Engineering Firm and your commitment to excellence and active involvement in the community are very important criteria to me when selecting a company.

In my first two years at WPU I excelled academically with an overall GPA of 3.5/4.0 with a 3.80 in my major classes. The School of Engineering awarded me the Bob McElroy scholarship for academic excellence in my sophomore year. I am a very dedicated, hard working person hoping to make a difference. Recently, the Young Engineer's Club elected me President, which has given me the opportunity to strengthen my communication and leadership skills. My skills, knowledge and desire fit the company philosophy of XYZ Engineering Firm.

I hope we can further discuss my qualifications and how they might be utilized in a summer internship with your company. I will contact you the week of April 8th to explore this possibility. If you would prefer, you can reach me at (213) 645-2735. Thank you for your attention and consideration in this matter.

Sincerely,

(Signature)

Michael D. Dennis

Enclosure: Resume