

YOUR NAME

Address
Phone; email

Date

Their name
Organization
Address
Address

Re: Internship Opportunity

Dear Sir or Madam:

Opening: I am an undergraduate student majoring in Political Science at Radford University in Radford, Virginia. I am seeking an internship for SUMMER/FALL/SPRING

example, for a law firm, talk about your desire to go to law school, your desired branch Y of the law, your desire to work in public interest law after you graduate