



WRITING A LETTER OF INQUIRY FOR INTERNSHIPS

A letter of inquiry is a cover letter that inquires about possibilities for an internship or position within a specific organization. A letter of inquiry may be used in a variety of cases, including:

- A job or internship is posted and you would like to express interest and inquire about the availability of the same or similar opportunity at a future time (next semester, summer, etc.) that better fits your schedule.
- A networking contact has recommended an organization to you, and you would like to inquire about possibilities for an internship with the organization, including his or her name as a reference.

Here is what your letter **MUST** contain:

HEADING

- Full name, mailing address with zip code, email address and phone number(s).
- Date of letter
- Salutation that addresses an individual by name (*may require web research or a phone call to the organization*)

OPENING PARAGRAPH

- Introduction of yourself as a Hope College student with a _____ major inquiring about the availability of an internship experience at the organization.
- A one-sentence summation of how you identified the organization.
- Beginning date and time frame of your availability for work (*summer, fall semester, etc.*), as well as the number of hours per week available.
- If applicable, information that you are pursuing an internship for academic course credit.
- If applicable, an indication that you are pursuing an internship primarily for experience and are flexible with job responsibilities and compensation.

SECOND/THIRD PARAGRAPH

- Information about your coursework and how the knowledge you have gained at Hope will benefit the organization (including computer skills/programs used in and out of the classroom).
- Several sentences highlighting your previous experiences, including paid and unpaid work and volunteer positions, and how the skills gained from those experiences will benefit the organization.
- A short sentence detailing how an experience with their organization would benefit you.

LAST PARAGRAPH/CLOSING

- A reference to your enclosed resume that highlights your experience and provides contact information.
- A telephone number and email address that may be used to contact you with questions regarding your application.
- Information on when and how you will contact the letter reader to follow up.
- Thank the letter reader for his/her time and consideration.
- A standard closing statement such as "Sincerely," followed by your name and signature, and the words "Enclosure: Resume".

Sample Letter of Inquiry

Your street address
City, State, Zip Code
Date

Name, Title
Name of Organization
Address
City, State, Zip Code

Dear Mr./Ms. _____:

I am a junior Hope College student working toward a Bachelor of Arts in Sociology with a focus in Criminal Justice. I am seeking an internship for the summer of 2006, and while researching opportunities in the field of juvenile criminal justice, I found your program listing internship opportunities for the fall 2005 semester on the Department of Justice website. I am writing to inquire about possible internship opportunities with the Marion County Family Court in the upcoming months of May through August 2006. I seek an internship primarily for experience, and am therefore flexible with both internship possibilities and compensation.

My background and coursework have supplied me with many skills, as well as an understanding of common issues with the adolescent community. A few examples of my experience include:

- Courses in sociology and social work, criminology, and business computing
- Summer work as a hotline assistant for a local intervention center, involving peer counseling for teenagers about personal concerns with referrals to appropriate professional services
- Active involvement at Hope College as a Resident Assistant, which requires me to establish rapport with thirty residents and advise them on personal matters, as well as university policies

My enclosed resume provides additional details about my background and experience. I may be reached at (616) 123-4567 or youraddress@hope.edu with any questions or comments regarding my inquiry. If I have not heard from you by September 30, 2005, I will contact you at the email address listed on your website to discuss any summer internships possibilities with your organization.

Sincerely,

(4 spaces left for a handwritten signature)
Your Name

Enclosure: Resume