

Northeastern ILLINOIS UNIVERSITY

Office of Career Services
(773) 442-4680

www.neiu.edu/careerservices
Building B, room 119

SAMPLE LETTER TO SEND FOR AN UNADVERTISED INTERNSHIP

Current date

Ms. Alicia Keyless, Assistant Manager
Human Resources Department
Boys and Girls Clubs of Chicago
9768 American Street
Chicago, IL 60655

Dear Ms. Keyless:

I write in search of a internship opportunity for the summer, fall, spring of 2012 in the field of _____. I am a junior / senior level student at Northeastern Illinois University in Chicago and my major area of study is _____.

name of company / organization... has come to my attention as a result of _____. I am especially interested in working with _____, _____ or _____. However, I am open to a project that meets your current needs. I would like to request an informational meeting with you to review and discuss the possibilities of completing an internship at name of organization.

It is my understanding that most workplaces have important projects that there is never time to design, develop and implement. This will be a great opportunity for you to use my knowledge to get one or more of these projects completed as an intern. Some of my completed course work thus far includes:

As a result of the knowledge I have acquired in these and other courses I am most confident that I could wrap up an important project as well as gain some practical experience.

I am sure my course work and my eagerness to excel in the professional world will benefit company name. Please let me know if we can discuss this mutually beneficial proposal in the near future. A current resume is attached for your review. I look forward to meeting you.

Sincerely,

Name
Phone
Email address

See back side for a "completed" version of this letter.

COMPLETED VERSION

Current date

Ms. Alicia Keyless, Assistant Manager
Human Resources Department
Boys and Girls Clubs of Chicago
9768 American Street
Chicago, IL 60655

Dear Ms. Keyless:

I write in search of an internship opportunity for the summer of 2013 in the field of adolescent development. I am a junior level student at Northeastern Illinois University in Chicago and my major area of study is Social Work with a minor in Health Education.

The Boys & Girls Club of Chicago has come to my attention as a result of having grown up in a neighborhood with an active Boys & Girls Club. I am especially interested in working on Juvenile Delinquency Prevention, Mentoring Programs for Teens and/or Employment Training. However, I am open to a project that meets your current needs. I would like to request an informational meeting with you to review and discuss the possibilities of completing an internship at The Boys & Girls Club of Chicago.

It is my understanding that most workplaces have important projects that there is never time to design, develop and implement. This will be a great opportunity for you to use my knowledge to get one or more of these projects completed as an intern. Some of my significant completed course work thus far includes:

- Child / Adolescent Services
- Social Work Advocacy
- Women and Social Work
- Issues in Social Service Delivery
- Social Work Practice in Community Settings

As a result of the knowledge I have acquired in these and other courses, I am most confident that I could wrap up an important project as well as gain some practical experience.

I am sure my course work and my eagerness to excel in the professional world will benefit The Boys & Girls Club of Chicago. Please let me know if we can discuss this mutually beneficial proposal in the near future. A current resume is attached for your review. I look forward to meeting you.

Sofia Vergara
(847) 789 - 3988
S-Vergara@abc.com