Components of an Internship Proposal Letter

**Full Name**

Address

Telephone Number with Area Code

E-mail Address

**Date**

**Contact Person**

**Title**

**Company/Organization**

**Address**

City, Province

Postal Code

Dear Contact Person,

1st Element: State the purpose of the letter

**Explain what you are offering**

1 paragraph

- Why are you writing this letter? State that you are proposing to work for them organization as an INTERN. State a project you wish to work on or position you wish to have.
- Explain to the employer how working as an intern will benefit them.
- State when you will be available.

2nd Element: Show your knowledge of the organization

**Explain why you are a good fit**

1 to 3 short paragraphs

- Explain why you targeted this specific organization
- Demonstrate your knowledge of the company’s products, services, or operations.
- Explain those parts of your experience – including academic background, relevant work experience and appropriate personal qualities/transferable skills that will be of interest to the employer.
- State a specific skill or ability required for this position – use key terms.
- Demonstrate that you are interested in learning and working hard.
- Be brief and focus on your ability to contribute.
- Balance warmth, enthusiasm, confidence and professionalism.

3rd Element: Request an interview or meeting

**1 paragraph**

- Take the initiative - request an interview or meeting appointment OR tell the reader you will contact him/her soon in order to see if you can schedule a mutually convenient appointment. State when you are available and how you can be reached at (514) 555-5555 (your phone number)

Thank you for your time and consideration,

Your Signature

Your Name