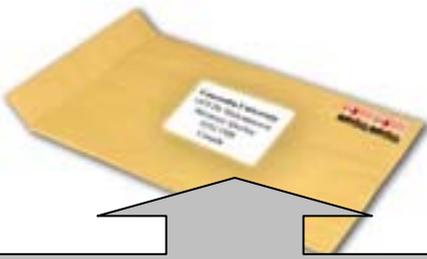


Components of an Internship Proposal Letter



Tip: When sending your documents to employers via regular mail, print your **mailing envelopes** using a computer **printer** – just as you would print your cover letter and résumé. Handwriting looks less professional. Also, use a **LARGE** envelope so that you avoid folding your documents.

Full Name

Address
Telephone Number with Area Code
E-mail Address

Tip: You can copy and paste your name and contact information from your résumé. This way, both documents look like a matching set.

Date

Contact Person
Title
Company/Organization
Address
City, Province
Postal Code

Tip: To have the best chance of success, you have to **write a unique internship proposal letter for every prospective employer**; although you may likely use much of the same content. An internship proposal letter should always be printed on only one page. It should be clear, focused, and never longer than absolutely necessary.

Tip: Make sure your letter does not include any spelling or grammar errors. **Proof-read your letter very carefully.**

Use "Mr." for a man and "Ms." for a woman. Only use "Mrs." if you are certain the person uses this title. (If you are unsure, use "Ms.")

Dear Contact Person,

Always use the hiring person's **NAME** if possible, as this makes the most favourable impression. If you don't know the name of the contact person, use either their job title, as in "Dear Director of Finance." If you have no identifying information, then write "Dear Sir or Madam." **Titles:** Use "Mr." for a man and "Ms." for a woman. Only use "Mrs." if you are certain the person uses this title; if you are unsure, use "Ms." If you are unsure if the person is male or female, simply use "Dear." **EX:** Dear Jamie Jones.

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.

With an internship proposal letter you need to get right to the point. In the first paragraph, state your purpose for writing and reasons why the employer would benefit from hiring an intern. Try to use specific examples. For example, perhaps an intern could help the company with a specific project they are currently working on.

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/transferrable 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.

In the 2nd element, you are making a case that you are a **GOOD FIT** for the company. So whenever you mention a specific skill, **GIVE A CONCRETE EXAMPLE** of how and/or when you obtained that skill or ability.

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,

Don't forget to say thank you. This is not only polite but demonstrates that you acknowledge the reader's effort in taking the time to read your letter.

Your Signature

When sending a **hard-copy** of your cover letter, always **sign** your name in either blue or black ink. Do not include this when sending your letter via e-mail. Also, never use a font for your signature that looks like handwriting.

Your Name