SAMPLE LETTER / EMAIL

Students may want to use this sample letter to initiate contact with a potential employer to establish an internship.

James Student
1200 University Street
Spearfish, SD 5773
Cell: 605-000-0000
Email: James.Student@yellowjackets.edu

March 5, 20XX

Name
Job Title
Company
Street
City, State Zip

Dear Mr. ___________,

I am currently a junior at Black Hills State University majoring in Business Administration with a specialization in Marketing. As part of the business curriculum, it is highly recommended that students participate in an internship which correlates to their chosen field of study.

Would you be interested in the possibility of facilitating an internship at your place of business?

I look forward to speaking with you about this possible internship opportunity. Thank you for your time and consideration.

Sincerely,

Signature
First Name….Last Name