SAMPLE TEMPLATE

Name of Author
Title
E-Mail Address
Phone Number

Date

Dear Selection Committee,

[Introduction - introduce yourself and organization, include name of student, and share a very brief overview of the history of the internship program at the organization]

[2nd paragraph - include an overview of the student’s specific internship position, their title, and the student’s responsibilities]

[3rd paragraph - include start and end dates of the internship, total number of hours that student will complete, whether the student will be completing hours in-person or virtually, confirm internship is unpaid, name and title of supervisor, confirm if supervisor is a full-time employee]

[Optional Closing]

Sincerely,
SAMPLE LETTER OF INTENT

Shaun Sample
Internship Coordinator
ssample@readytodogood.org
098-765-4321

March 31, 2020

Dear Selection Committee,

I am writing today to share information about Sharleen Sample’s summer internship with Ready To Do Good. My name is Shaun Sample and I am the Internship Coordinator at Ready To Do Good. We are a non-profit organization based out of Boston that supports teen parents with the transition to parenthood. I have been with the organization for 3 years now and love working with summer interns. We usually have about 4 interns and they support us with everything from development-related work to translation services for clients to helping us plan our August ‘Recognition Night’ event.

Since Sharleen speaks Spanish, her internship is going to focus primarily on supporting our clients, helping us translate some of our materials, and doing outreach to community partners. As such, she is our Client Services intern for the summer. Under normal circumstances, we would have her doing this in-person, but because our office is closed, she’ll be working remotely. We’ll spend the first couple days training her and will then give her some space to work on her own.

Sharleen will be starting on June 1st and will be wrapping up the internship by August 14th. She’ll be working about 15 hours per week to earn a total of 150 hours by the time the internship ends. If this were normal times, she would be able to complete more, but we just don’t have the ability for her to work over 15 hours per week. This is an unpaid internship, so Sharleen is not being paid by us. I’ll be her direct supervisor and will be working full-time during the summer, so she can reach me whenever she needs to.

Thank you so much for being able to provide this funding opportunity to Sharleen. I would love to stay in touch so that this opportunity could be an option for future interns.

Warmly,
Shaun Sample