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,
Dear Selection Committee,

I am writing today to share information about Sharleen Sample’s summer internship with Ready To Do Good. My name is Shaquille 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 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 December ‘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. With this said, if the COVID19 situation continues to improve and we open our office to clients again, then Sharleen will have the option to work from our office.

Sharleen will be starting on September 8th and will be wrapping up the internship by December 8th. She’ll be working about 10 hours per week to earn a total of about 140 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 10 hours per week. This is an unpaid internship, so Sharleen is not being paid by us. I’ll be her direct supervisor and am a full-time employee, 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,
Shaquille Sample