

SAMPLE COVER LETTER

June 23, 2009

GlobaLinks Learning Abroad
12050 North Pecos Street
Suite 320
Westminster, CO 80234

Helpful Hint:

Be sure to indicate what type of internship you are looking for.

To Whom it May Concern,

My previous work experience and my current class standing at the University of Colorado – Boulder makes me an ideal candidate for an internship abroad.

An internship will provide me with an opportunity to observe and put into practice a wide range of skills I have already acquired, as well as give me the opportunity to learn new skills in an international setting. I would like to achieve experience in office management, event management and coordination, and marketing planning and implementation. The organization that agrees to take me on as an intern will benefit from my strong work ethic and enthusiasm, my ability to learn quickly, my problem solving skills, and my previous public relations experience. I am looking for the best learning opportunity, so I am happy to accept a placement in either Australia or New Zealand.

My interest in this internship program is further solidified by the fact that it encompasses travel. Travel has always filled my sense of curiosity and interest, in turn giving me a renewed outlook on the world. Thus, an international internship represents to me the ultimate way of combining learning and travel for personal growth. I anticipate with much excitement the personal and intellectual challenges that this program will allow me.

Sincerely,

Helpful Hint:

Be sure to indicate why you want to intern abroad.

Joe Smith
cc: Resume Enclosed

