

MONTEREY INSTITUTE  
MONTEREY INSTITUTE OF INTERNATIONAL STUDIES

An affiliate of Middlebury College

**Sample Internship Cover Letter**

Name  
Address 1  
Address 2  
[can also add telephone/fax/email]

Date

Organization Contact Person and Title  
Organization Department  
Organization Title  
Address 1  
Address 2

RE: Summer Internship Opportunity

Dear Human Resources Advisor,

I am writing in response to the internship information posted on your organization's webpage. Currently, I am a candidate at the Monterey Institute of International Studies for a Master's degree in International Environment Policy. Within this program I am focusing my studies on the sustainable development of Small Island States. As such, I am very interested in the UNDP environmental and development work being conducted in Latin American and the Caribbean.

I believe that my experiences and continuing education make me an excellent candidate for a summer internship with your office. I have gained professional experience in project management, cross-cultural teamwork, and creative problem solving through diverse work experiences including an internet start-up, and an environmental program in Mexico.

In addition, through recent coursework in policy analysis and development theory, I have acquired additional skills such as stakeholder analysis, drafting policy memos and research design. I know these skills will make me a valuable asset to UNDP as an intern, providing the opportunity to gain further experience in development work.

Hopefully, my skills, experience, and knowledge will match your needs and expectations for interns. I am available from May-August, 2006. I have enclosed my resume and a writing sample [etc]. Please feel free to contact me via email or by telephone should you have any questions, or wish to discuss my application. Thank you in advance for your time.

Sincerely,

Name

Enclosures: Resume, writing sample