

Your Name Here

Current Street Address • West Hartford, CT • 06117
Current email address • Insert phone number here
Permanent Address • City, State • Zip Code

Today's Date

Mr. John Doe
Position Held
Agency or School District
Street Address
City, State Zip Code

Dear _____:

In the upcoming months, I will be finishing up my coursework for my Master of Arts degree in School Counseling from Saint Joseph College. I am currently searching out various internship opportunities and was wondering about the possibility of doing a 600 hour internship with **(enter school district or agency name, as well as semester and year for interest)**. My interest in this position stems from **(list reason for interest)**. Please consider this my application.

In addition to my Master's degree, I received **(insert degrees, dates, and institutions)**. **Insert sentences about personal characteristics that will appeal to employer. Insert leadership positions currently held both in the community and the school, and professional development/organization membership. Insert a summary of why the employer would want you to work for them. Also, in this paragraph, how you found out about the internship can be mentioned (It can be helpful to use someone's name if they work for the company/school).**

I am very interested in an internship position with **(enter school district or community agency)**. I have enclosed my resume for your perusal. If you desire further information, I can be reached at **(enter phone number here)**. Thank you for your time. I look forward to hearing from you.

Sincerely,

Your Name Here