

Your Name  
Your Current Address  
City, State Zip Code

March 1, 20XX

Contact Name  
Employer Name  
Employer Address  
Employer City, State Zip Code

Dear Contact Name:

I am writing to inquire about an internship possibility for the summer of 20XX as an assistant staff reporter. Currently, I am a junior at the University of Louisville working toward a Bachelor of Arts Degree in English. One of the reasons that I am pursuing an English degree is to become a media writer/reporter as a future career. While researching your organization I was excited to learn about the opportunities that (employer name) has to offer.

This semester I am taking the course, Editing, Publishing, and Document Design, and hope to apply what I am learning in my course to my internship experience. My previous volunteer and employment positions have supplied me with many skills. A few examples of my experiences include:

- Contributing part-time as a reporter and writer for *The Louisville Cardinal*
- Creating and writing stories for my church's monthly newsletter

Enclosed is a copy of my resume which provides additional details about my background and experiences. Also, here is the link to my personal blog, [student.name.com](http://student.name.com), for additional insight into my writing skills. I would like the opportunity to further discuss the possibility of obtaining a voluntary or paid summer internship experience. You can reach me by phone at (502) 555-1234 or by email at [firstname.lastname@louisville.edu](mailto:firstname.lastname@louisville.edu). Thank you for your time and consideration.

Sincerely,

Your Name

Enclosure