

Sample Cover Letter for Summer Internship, Energy and Climate Change

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Nancy Smith, Human Resources Rep
World Resources Institute
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Why/what are you interested in them? Show that you've done your research on position and organization--BRIEFLY

Why should they be interested in you?

February 20, 2009

Dear Ms. Smith,

Why are you writing?

I am writing to apply for the Energy and Climate Change Internship currently posted on World Resources Institute's website. I have been actively following WRI's role in the negotiations leading up to COP-15 and am very interested in supporting this and other programs through this internship. I believe I would bring valuable skills, experience and knowledge to the support of publications, events and other priorities in the Climate, Energy and Transport division.

At Yale School of Forestry & Environmental Studies I am a candidate for a Master of Environmental Management with a focus on Global Climate Change Science and Policy. I have two years of non-profit work experience; excellent interpersonal, communication, computer and internet research skills; and significant event coordination experience. At _____, I served as administrative support to the Director and excelled at organizing the weekly roundtable program, managing multiple deadlines for grants and publications, and keeping the website up-to-date. As co-leader of _____, I initiated and have been responsible for organizing two semester-long lecture series focusing on climate change and energy policy.

I hope to be attending COP-15 as part of the _____ class at FES next winter, and am very enthusiastic about the possibility of supporting WRI's "Countdown to COP-15" and other projects this summer. I would love to learn more about the planning for COP-15, and believe my combination of climate change science knowledge and administrative experience would make a valuable contribution to the Climate, Energy and Transport division.

My resume and a writing sample are enclosed for your review, and I am happy to answer any additional questions you might have. I would welcome the opportunity to visit Washington, DC to interview for the internship, and can be reached at fes.student@yale.edu or (203)333-4444. I look forward to hearing from you.

Thank you for your consideration.

Sincerely,

(hand sign here after printing if sending by mail)

Fes Student

Connect the dots...How could your qualifications make you a valuable member of their team?

Wrap it up and ask for an interview, include best contact info.

What are the top (concise!) qualifications you bring to the table vis a vis the job description?