

Cover Letter Template

1. Please follow template and include ALL requested data
2. Please combine your cover letter and your transcript into one PDF document to upload to your Human Resources application

Your Contact Information

- Your name
- Your address
- Your City, State Zip Code
- Your Ohio county of residence (this is your OHIO county of residence, NOT country; do not enter USA)
- Your Home Phone Number
- Your Cell Phone Number
- Your current email address (this is your personal email address; do not enter your school-based email address)

Your School Information

- Your School you are currently attending
- Your School district (please ask your school to be sure; do not guess)
- Your current grade in school
- Your current cumulative GPA

Your Parent(s)/Guardian(s) Contact Information

- Their name(s)
- Their address(es)
- Their City, State Zip Code(s)
- Their Home Phone Number(s)
- Their Cell Phone Number(s)
- Their current email address(es)

Date of Your Letter

Internship Contact Information (person you are sending the letter to)

Nedra Starling, MA, MPH, DrPH/ABD
Program Director, Community Access and Clinic-Based Programming
Cleveland Clinic/Civic Education
25875 Science Park Drive / AC121
Beachwood, OH 44122

Salutation

Dear Dr. Starling

First Paragraph

- Information on why you are writing

- Internship you are applying for (for the Science program state the track you are applying to – be specific)
- How the track you are applying to matches your specific career goals
- How you heard about the internship

Middle Paragraph

- What you have to offer to the internship program
- Your interest in the internship program
- Mention specifically how your interests, skills and career goal match the internship program and track you are applying for
- Support each statement you make with a statement of evidence

Final Paragraph

- Conclude your letter by thanking the internship contact for considering you for the position

Closing

- Respectfully yours,
- Your handwritten Signature
- Your Typed Signature