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