

## Cover Letter Template – Louis Stokes

1. Please follow template and include **ALL** requested data
2. Please combine your cover letter and your transcript (**NOT** your report card) (and your resume' if you are also submitting your resume') into one PDF document to upload to your Human Resources application
3. **NOTE: Your resume' is optional, both your cover letter and transcript are required.**

### 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)

Jacqueline Tinsley

Program Director, Cleveland Clinic Louis Stokes Internship Program

Cleveland Clinic/K-12 Education Internship Programs

25875 Science Park Drive / AC121

Beachwood, OH 44122

**Salutation**

Dear Mrs. Tinsley

**First Paragraph**

- Information on why you are writing
- Internship you are applying for (for the Louis Stokes 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