

# Cover Letter Example

## Your Contact Information

Your name

Your address

Your City, State Zip Code

Your Ohio county of residence

Your Home Phone Number

Your Cell Phone Number

Your current email address

## Your School Information

Your School currently attending

Your School district (please ask your school to be sure)

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

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)

Name

Title

Company

Address

City, State Zip Code

## Salutation

Dear Dr. /Mr. /Ms. Last Name:

## First Paragraph

- Information on why you are writing
- Internship you are applying for (and if applying to the Science program the track you are applying to)
- 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 and skills match the internship 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