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