

## Sample Internship Cover Letter

Your Name  
Address  
Address  
Phone # and email

Date

Robert Smith  
Senior Account Executive  
Fromm Cooley and Associates  
500 Linden Oaks Drive  
Rochester, NY 14625

Dear Mr. Smith,

I am contacting you in regards to an internship in the Public Relations department at Fromm Cooley and Associates. I was referred to you by Cindi Johnson from Delmont Hotel. An internship at Fromm Cooley and Associates would be an ideal way for me to expand my knowledge of the public relations field, while contributing my passion for sports and strong writing skills.

I am a senior at St. John Fisher College, majoring in Management with a concentration in Public Relations. My classes have given me an understanding of the work and importance of the public relations field. Along with the academic knowledge, I have also gained practical experience through an internship at the Sports Information Department at Fisher. I had the opportunity to write press releases on various games, matches, and players, as well as contacted the proper media outlets to update them on scores and provide highlights of games. These experiences have given me the background knowledge and ability to apply that knowledge, which will enable me to make an immediate contribution to the Public Relations Department at Fromm Cooley and Associates.

My resume is enclosed for your consideration. Thank you for your time, and I look forward to hearing from you soon. Please feel free to contact me at (phone #) or by email at (email address).

Sincerely,

Name



**CAREER CENTER**  
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