

Your Address
Your City, State Zip
Date

Person's Name
Company/Organization
Company/Organization Address
City, State Zip

Dear (*Mr./Ms. Person's Name*),

As a (*major*) junior at the University of Nebraska Lincoln, I am interested in obtaining a summer internship in the (*career field of interest*) field. Because (*name of organization*) is a highly respected leader in the industry, I am applying for this opportunity to expand my (*career/major*) experiences.

My resume details my involvement with numerous organizations. I have also been recognized as (*honor or award you have earned*) and a member of the (*student organization or honor society to which you belong*). The leadership skills that I have developed through my involvement and the educational preparation of 7 semesters in the (*major*) program at the University of Nebraska-Lincoln have provided me with personal characteristics that would help me make a positive contribution to (*name of organization*)'s goals.

I have enclosed a resume for your review, and would appreciate an opportunity to talk with you about possible 20xx summer internships at (*name of organization*). I will call your office next week to arrange a meeting at a time convenient for you. In the meantime, if you have any questions or need further information, please telephone me at xxx-xxxx.

Thank you for your time and consideration.

Sincerely,

(*signature*)

Your Name

Enclosure