**LETTER TEMPLATE**

**LETTER OF INTRODUCTION**

**[Yours Name]**

**[Street Address]**

**[City, State, and Zip Code]**

**[Phone Number]**

**(Date)**

To Whom It May Concern:

I am writing to introduce myself to you, hoping that you will agree to work with me this year to develop my career goals. I am interested in interning in your workplace to explore career opportunities and learn about career fields. My experience in Community Partnerships Academy has given me good leadership abilities. I have learned how to take full responsibility and challenge myself. I am interested in working with you because I would like an experience.

This year I am a senior in Community Partnerships Academy, completing my college requirements. I am thinking of pursuing a career in [**identify the direction you currently hope to follow as you develop your career interests]** I know that I like **[explain one thing about your career direction that interests you or connects to your skills].** I want a career that involves **[describe what you know about the kind of work you want to be doing]**

One of my strengths is **[identify one of the powers you hope to use in your internship].** One piece of work of which I am pretty proud is **[describe one part of work you have done that you are pleased]**

I am hoping to both learn and contribute if you will allow me to intern with you.

Sincerely,

**(Signature goes her]**

**(Type your name here]**